

## SELLER'S CHECKLIST

The following information, if applicable, is used solely to aid in the transfer of title and may be substantiated by our title search.

1. Name of Property Owners: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
SS# \_\_\_\_\_ SS# \_\_\_\_\_
  
2. **1<sup>st</sup> Trust Lender:** \_\_\_\_\_  
Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. **2<sup>nd</sup> Trust Lender:** \_\_\_\_\_  
Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_
4. **Equity Line Lender:** \_\_\_\_\_  
Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_
  
5. Are you now, or have you been, in the recent past, 60 days or more past due on any of your mortgages? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes:
  - a. Other than the real estate agents, lenders or settlement company, has any other person or company assisted you in saving your credit, or preventing or stopping foreclosure, or otherwise assisted you in making a short sale? Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Will you continue to occupy the property subsequent to closing? Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. Will you be renting the property from the new buyer? Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. Will you be retaining any interest in the property, including any right to re purchase the property? Yes \_\_\_\_\_ No \_\_\_\_\_
  - e. Is the decision to proceed with the sale of your own freewill, without influence of others? Yes \_\_\_\_\_ No \_\_\_\_\_
  
6. **Homeowner/Condo Association:** \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Amt of dues: \_\_\_\_\_
  
7. Please answer the following questions:
  - a. Has HOA/Condo Association levied any special assessments against the property?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Has property ever been subject to a violation of the HOA/Condo Association?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. Will all Owner's be attending settlement? Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. Are there any court ordered judgments or law suits pending against the above owner's?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - f. Have any of the above owners filed a petition for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_
  - g. Do you have \_\_\_ well&septic or \_\_\_ water&sewer? *If water&sewer:*  
Do you pay a bill in addition to your water bill for a private assessment or front foot benefit?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Payee: \_\_\_\_\_ Contact: \_\_\_\_\_
  - h. Are you a resident of the State of Maryland? Yes \_\_\_\_\_ No \_\_\_\_\_