



## Corporate Seller

IMPORTANT: Please email this completed form to [preclosing@mcmichaelandgray.com](mailto:preclosing@mcmichaelandgray.com) as soon as possible. We appreciate your cooperation and look forward to working with you.

**Seller:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ [ ] Work [ ] Cell

Tax ID Number: \_\_\_\_\_

Email: \_\_\_\_\_

*\*If you do not have a Tax Identification Number that was assigned by the U.S. Internal Revenue Service, please inform our office immediately.*

Seller Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

### Mortgage Payoffs:

Privacy laws require signed authorizations in order for written payoffs to be provided to our Firm. Please complete, sign and email to us the attached **Authorization to Release Payoff Information** forms along with this information sheet.

\*Please let us know if there are more than two mortgages to be paid off at closing.

### Property Information:

Is there a Mandatory Homeowners or Condominium Association? [ ] Yes [ ] No  
If yes, please provide the contact information below:

Association Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is there a mobile home being sold with this property? [ ] Yes [ ] No

Please list all Tax Parcel ID Numbers for this property: \_\_\_\_\_

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Is there a current Tax Appeal pending on this property?     Yes             No

If Yes, please list the tax years under Appeal: \_\_\_\_\_

Are there any other liens on the property?     Yes             No

If Yes, please list: \_\_\_\_\_

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**Additional Information:**

Will all Sellers attend the closing?     Yes             No

Who will be signing for the Seller?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**\*\* We must have documentation evidencing, good standing and proof of authority of any individual signing on behalf of Seller sent to our firm prior to closing. Failure to send us acceptable documentation could cause a delay in closing. For a Corporation, send a copy of the Corporate Resolution. For a LLC, send a copy of the Operating Agreement.**

**Agents:**

Please email or fax the **Commission Agreement-Instructions to Attorney** to our office as soon as possible.

Please remind each Seller that absent an engagement letter signed by McMichael & Gray, PC, our firm ***does not represent*** him or her. A Seller may choose to obtain independent representation and advice from his or her own lawyer and advisors on any potential legal, tax, credit or other consequences of their sale.

FOR A SMOOTH CLOSING:

- **Funds:** All funds must be wired. Failure to wire funds will cause a delay in closing. Funds **must not** be sent through ACH or Electronic Funds Transfer. Our wiring instructions are attached.
- **Identification:** All Sellers must bring a valid, government-issued photo ID to closing.
- **Corporate Seal:** All incorporated Sellers must bring their corporate seal to closing.

**If you have any questions regarding this form, please feel free to contact our office.**