



### Seller(s) Checklist

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

**SELLER'S SOCIAL SECURITY NUMBERS ARE REQUIRED TO ORDER A PAYOFF STATEMENT AND CHECK THE BANKRUPTCY RECORDS**

1. Name(s) and telephone numbers of the Owner(s) of the Property:

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

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

Are you a Maryland Resident?  YES or  NO (check one) (See attached Maryland Resident form)

Current Address (if not occupying property): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

Are you a Maryland Resident?  YES or  NO (check one) (See attached Maryland Resident form)

Current Address (if not occupying property): \_\_\_\_\_

2. Mortgage Lender: \_\_\_\_\_

Account Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NOTICE: PLEASE FREEZE YOUR ESCROW ACCOUNT FROM ANY FUTURE DISBURSEMENT OF PROPERTY TAXES OR INSURANCE. ANY REFUNDS FOR DOUBLE PAYMENT OF PROPERTY TAXES OR INSURANCE IS YOUR RESPONSIBILITY.**

Check here if this is a FHA Mortgage:





3. 2<sup>nd</sup> Mortgage or Home Equity Line Lender: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**PLEASE NOTE: UPON PAYOFF REQUEST THIS ACCOUNT MUST BE FROZEN. ALL CHECKS MUST BE DESTROYED IMMEDIATELY.**

4. Seller(s) Forwarding Address and Telephone Number: \_\_\_\_\_
5. Water Company:  WSSC       Anne Arundel County       Howard County  
 Other: \_\_\_\_\_

6. (A) Homeowner/Condo Association #1: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Amount of Dues: \$\_\_\_\_\_ Paid:  Monthly /  Quarterly /  Yearly (✓ One)  
If this is a Condo, does the above amount include water?  YES  NO  
Has the property ever been subject to a violation of the HOA/Condo Association (i.e. fence, deck, or paint problem)?  YES  NO

- (B) Homeowner/Condo Association #2 (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Amount of Dues: \$\_\_\_\_\_ Paid:  Monthly /  Quarterly /  Yearly (✓ One)  
If this is a Condo, does the above amount include water?  YES  NO  
Has the property ever been subject to a violation of the HOA/Condo Association (i.e. fence, deck, or paint problem)?  YES  NO  
Do you have any open permits on the property?  YES  NO

7. (A) Front Foot Benefit Management/Private Utility Billing?  YES  NO (If YES, please provide the management company information): \_\_\_\_\_





(B) Has FFBC (Front Foot Benefit Charge) been disclosed to the Buyer in the sales contract?

YES  NO

8. Please answer the following:

A. Will all owners be at settlement?  YES  NO (If you do not plan on attending settlement, there be an additional \$200.00 charge to pre-sign)

B. Are there any court ordered judgements/lawsuits pending against the owners?  YES  NO

C. Have any of the above owners filed a petition for bankruptcy?  YES  NO

D. Are any of the loans in default or foreclosure? \_\_\_\_\_

E. Do you have an Owner's Title Insurance Policy?  YES  NO (If YES, then please return a copy with this Seller Checklist.

9. Do you pay ground rent on this property?  YES  NO (If YES, please provide the ground rent owners contact information: \_\_\_\_\_

10. If proceeds are to be split among the owners of the property, please indicate below the percentage allocation which we will then fill out a 1099S IRS Reporting Form for each owner. Unless stated otherwise, we will report the full sales price for each owner.

11. Seller Proceeds:

Check  Wire\*

**\*PLEASE NOTE: WE DO NOT CHARGE TO WIRE PROCEEDS, BUT YOUR BANK MAY CHARGE AN INCOMING WIRE FEE. PLAN ON BRINGING YOUR ACCOUNT INFORMATION TO CLOSING. WE WILL HAVE YOU COMPLETE A FORM AND SIGN TO AUTHORIZE THE WIRE. PLEASE CONFIRM WITH YOUR BANK THAT YOUR ROUTING NUMBER IS FOR INCOMING WIRE TRANSFERS.**





**BORROWERS AUTHORIZATION**

**Date:** \_\_\_\_\_

**Attention: Payoff Department**

**Property Address:** \_\_\_\_\_

Let this letter serve as my/our instruction and authorization for you to provide **Title-Rite Services, Inc.** with the figures and information necessary to payoff this loan in full, including daily interest and all fax fees. The original Note, marked "PAID" and/or Certificate of Satisfaction, should be forwarded to **Title-Rite Services, Inc.** immediately following payment in full of this loan.

This letter may be photocopied to facilitate multiple inquiries. In the event you receive a photocopy of this letter it should be treated as an original and the requested information should be released.

Signatures:

By: \_\_\_\_\_

By: \_\_\_\_\_





### Maryland Resident Form

Are you a Resident of the State of Maryland?

In October 2003, the State of Maryland passed legislation to withhold at closing, taxes on capital gains on real estate transactions involving non-resident sellers. However, some sellers are exempt from capital gains tax withholding.

Please answer the following questions and return this form with your completed Seller Checklist:

1. Are you a resident of the State of Maryland and file a Maryland income tax return?  YES  
 NO
2. Is this the sale of your Principal residence (occupied by you for 2 of the past 5 years and the tax assessment still indicates the property is your principal residence)?  YES  NO For more information visit: [http://sdatcert3.resiusa.org/rp\\_rewrite/](http://sdatcert3.resiusa.org/rp_rewrite/)
3. Did you receive special approval of exemption from the State of Maryland (e.g. you own a percentage interest in the property and will be receiving no proceeds; like-kind exchange or installment sales Foreclosure Deeds)?  YES  NO
4. Are you a governmental agency?  YES  NO
5. Is this a sale of property out of a foreclosure?  YES  NO

If you answered YES to any one of the above five questions, you are Exempt from the withholding tax. If you could not answer yes to any one of the above five questions, we are required by law to withhold from your proceeds of sale estimated taxes. If you are an individual, the rate is 7.5% of your adjusted net proceeds and if you are a Corporation the rate is 8.25% of your adjusted net proceeds.

Are you a resident of the State of Maryland?  YES  NO

Please visit [www.comp.state.md.us](http://www.comp.state.md.us) for more information.

