



2 Auburn Street | Nashua | New Hampshire | 03064
Phone (603) 889-4200 | Fax (603) 889-4663

Date

Seller Name 1

Seller Entity

Current Mailing Address

RE: Sale of property located at: _____

We are looking forward to working with you on the sale of your property. We ask that you kindly complete these forms at your earliest convenience and return them to our office.

What do we need from you?

- Please review the seller(s) and entity names above and confirm they are spelled correctly.
- For LLC's, Corporations or Partnerships, we will need your Tax ID number, a copy of your Operating Agreement, Corporation Resolution, Articles of Incorporation or Organization or other related Authority Documents as well as a Certificate of Good Standing with the Secretary of State for your entity for the upcoming transaction.
- Tenant List
- Rent Roll
- Copies of Lease Agreements
- Certificate(s) of Compliance, if applicable.

What will you need at the closing table?

- Valid, government issued photo ID.

What is Frasca & Frasca, P.A.'s role in the closing?

Our office will conduct the title search and work with all parties involved to determine closing figures. Our office will work with all parties to ensure a timely and smooth closing. We will also record the necessary documents and disburse funds (as applicable) after the closing takes place.

Please call us with any questions. We are here to assist you!

File No.



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Seller Information Form

Processor: [redacted] Email: [redacted] Fax: (603) 889-4663

If any Sellers are not attending closing, please contact us immediately to discuss options.

Please complete this form in full and return to your Processor using the fax or email above.

1. About You (if you need more space please attach a separate piece of paper)

Entity (Corporation/LLC, etc):	Entity (Corporation/LLC, etc.):
EIN/Tax ID #:	EIN/Tax ID #:
Telephone:	Telephone:
Email:	Email:
Authorized Signer:	Authorized Signer:
Title:	Title:

If additional members or officers will sign, please include an additional page with their information.

Is the property in a Trust? YES _____ NO _____

If so, please provide a copy of the Trust or a Certification of your Trust.

***Please be advised if the property is held in the name of your Trust, your proceeds check will be made payable to the Trust.**

2. Please answer the following questions either YES or NO:

Will there be a fuel proration (oil, propane, etc.)? YES _____ NO _____

Will Frasca & Frasca, P.A. be preparing the deed? (Average cost is \$200.00)

YES _____ NO _____

If no, please provide the contact information of who will prepare your deed:

File No.

Name: _____ Phone: _____

Will you attend closing? YES ____ NO ____

If NO choose one: Mail Away _____ Power of Attorney _____

If you have chosen Power of Attorney, provide a copy of your Power of Attorney no later than 2 weeks prior to closing. Our office can prepare a Power of Attorney for \$150.00, if needed.

If you have chosen mail-away an additional charge of \$150.00 will be incurred.

3. Condominium or Homeowner's Association Information

Name of Condominium Association: _____

Contact: _____ Phone: _____

Email: _____

4. Water: PRIVATE or PUBLIC (choose one)

Company: _____ Phone: _____

5. Sewer: PRIVATE or PUBLIC (choose one)

Company: _____ Phone: _____

6. If the subject property is occupied by a tenant or tenants, please provide the following:

a. Rent Roll/Tenant Lists

b. Copies of Lease Agreements.

c. Certificate(s) of Compliance if applicable.

7. How would you like your proceeds?

Our Check ____ Bank Check ____ Wire: ____ Overnight ____

Please note: There will be a \$30.00 fee for Overnight or Bank Check and a \$50.00 fee for a Wire Transfer. If a Wire Transfer is requested, please confirm ABA Number with your bank as it may differ from your bank's routing number.

Please complete your current mortgage/equity line information on the following page.

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First Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Second Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Other/Private Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Equity Line Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

The undersigned authorizes Frasca Title, LLC to receive payoff information with regard to my/our loan(s).

Seller Name 1
Date: _____

Seller Name 2
Date: _____

File No.