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Please complete the requested information and email to Carrie Secovich @ [carrie@frascalaw.com](mailto:carrie@frascalaw.com).

You may also Fax to the ATTENTION of Carrie Secovich.

Seller(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Frasca & Frasca, P.A. File Number: NSF \_\_\_\_\_

1. Frasca & Frasca, PA will be preparing your deed.
  - a. Is this homestead property? \_\_\_\_ Yes \_\_\_\_ No
  - b. Is the property in a Trust? \_\_\_\_ Yes \_\_\_\_ No  
**\*If so, please provide a copy of the Trust or a Certification of your Trust and any amendments if applicable.**

Trust Tax ID# (please phone me with this information) \_\_\_\_\_

2. Seller 1 Name: \_\_\_\_\_  
Social Security # \_\_\_\_\_ (please phone me with this information)  
Marital Status: Married \_\_\_\_ Single \_\_\_\_ Civil Union \_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Forwarding Address: \_\_\_\_\_

3. Seller 2 Name: \_\_\_\_\_  
Social Security # \_\_\_\_\_ (please phone me with this information)  
Marital Status: Married \_\_\_\_ Single \_\_\_\_ Civil Union \_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

4. **Will the seller(s) be attend closing?** Yes \_\_\_\_ No \_\_\_\_  
a. **If not: Do you already have a Limited Power of Attorney in Place?**  
Yes\_\_\_\_ No\_\_\_\_

b. **If not:** Frasca & Frasca, PA can prepare one for you. Please provide the name/address of person you will be designating this limited power:

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

Address: \_\_\_\_\_

5. **Is the property serviced by:**

**Public Water and/or Sewer?** (A final bill will be applied to the Settlement Statement).

**Name of water company:** \_\_\_\_\_

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

**Name of sewer company:** \_\_\_\_\_

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

Or

Private -  Well  Septic

6. **Title V (MA Only):** In the event of septic, has a Title V been ordered? Please retain the original and scan/email or fax a copy. The original will be needed at closing.

7. **Smoke/Carbon Monoxide Certification (MA Only):** Has the Town/City fire department been contacted to schedule an inspection? Please retain the original certificate and scan/email or fax a copy. The original will be needed at closing.

8. **Will there be a fuel proration?** Yes \_\_\_\_ No \_\_\_\_

If so, please reach out to your home heating fuel provider and provide them with the projected closing date. They will give you a timeline for either taking a photo of the gauge

and sending it to them or they will schedule someone to come out and do a reading. A proration can be applied as a credit (from the buyer's funds) to you on the settlement statement.

**9. Sellers Proceeds:** Check at Closing \_\_\_\_\_ Overnight \_\_\_\_\_ Wire \_\_\_\_\_

\* Please note there is usually a \$50.00 fee for a certified check, overnight, or wire.

**10. If property is a Condominium/Homeowner's Association/Mobile Home Park:**

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

Management Company Name & Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Monthly Fee: \_\_\_\_\_

**11. If you have name/contact information for the buyer's representative, please provide:**

Company: \_\_\_\_\_

Phone/Email, etc: \_\_\_\_\_

\_\_\_\_\_

**12. 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 Occupancy if applicable.

## MORTGAGE INFORMATION

### Current Mortgage:

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

Loan or Account No. \_\_\_\_\_

Customer Service Telephone No. \_\_\_\_\_

### Current Mortgage (if more than one):

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

Loan or Account No. \_\_\_\_\_

Customer Service Telephone No. \_\_\_\_\_

**If more than two lenders please provide us with this information either on the bottom of this page or reverse side of this page.**

## MORTGAGOR'S CONSENT

I/We hereby authorize and consent the above-named lender(s) to release information to Frasca & Frasca, PA regarding payoff figures for the above-referenced account(s) and for real estate tax and homeowner's insurance information and understand that I/we may withdraw such authorization and consent at any time by notifying said institution in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date