

**RED DOOR TITLE
SELLER INFORMATION FORM**

Please complete in FULL – missing information could result in a delay of your closing!

Please provide the information requested and **return this form promptly through the portal for security purposes**. If you are unable to send via the portal please leave off your SS# (call that in) then you may fax or e-mail the form to:

Fax: 207-358-7521

Email: orders@reddoortitle.net

Phone: 603-427-9399

1. Is the Property you are selling your primary residence? Y / N (circle one) **Are you a U.S. Citizen?** Y / N (circle one)
If No: Is this a Second home or Investment property (circle one) **If No:** Are you a permanent resident? Y / N (circle one)
- Is this a Rental Property? Yes / No (circle one) Non-Citizens are subject to IRS withholdings

If this is a Rental Property Red Door Title must be provided with the rental income if it is being pro-rated on the settlement statement, otherwise it is assumed that the pro-ration will be handled outside of closing between the parties.

Please be aware that SECURITY DEPOSITS – Pursuant to State Law - must be transferred, by BANK check, directly from the seller to the buyer and certain notices are needed within specific time frames to your tenants. Red Door Title is NOT responsible for the notices or the transfer of the SECURITY DEPOSITS.

2. For properties being sold in the **State of MAINE** only:
- a. Were you a resident of Maine at the end of the previous income tax year? Y / N (circle one)
 - b. Have you established a domicile outside Maine as of the date of the transfer of Maine real property? Y / N (Circle One) Domicile means a permanent home to which, whenever absent, an individual has the intention of returning.

If you are NOT a Maine resident will you be applying for the 2.5% withholding exemption? Y / N (circle one)

If you are applying for the withholding exemption, this must be done in advance of the closing date or we are required to withhold 2.5% of the sale price at the closing.

3. Your current mailing address: _____
If there are multiple sellers with different addresses, please provide the address for EACH seller

4. The deed will be prepared by:
_____ Red Door Title** (average cost \$150.00 which will be paid at closing); or
_____ Your Attorney – Name/Phone # _____

****Please note – If the property is owned by a Trust, Estate or Company, Red Door may not be able to prepare the deed. Please speak to your processor named above. If we do not prepare the deed, we will need a copy at least 5 days PRIOR to closing.**

5. Will you be attending the closing? Y/N (Circle one) - **If you answered no, please complete lines a and/or b**
- a. Will you require a signing via mail? Y/N (Circle one) Additional cost are applicable of \$100 for a mail away closing
 - b. Will you require a Power of Attorney? Y/N (Circle one) – If yes, please provide a copy of the POA. If you would like Red Door Title to prepare, the fee is \$125.00. Please contact your processor to begin the process. You will need to sign both the POA and the Deed.

SELLER(S) WHO DO NOT ATTEND CLOSING WHOSE PROCEEDS ARE BEING SENT, MUST BE SENT BY WIRE (\$30.00 FEE) OR IF BY CHECK OF OVER \$1,000.00 - SENT BY FED EX FOR A (\$30.00 FEE). DUE TO RECENT WIDESPREAD DELIVERY ISSUES WITH REGULAR FIRST-CLASS MAIL - WE CANNOT MAIL ANY CHECK OVER \$1,000.00 BY US MAIL.

Any monies brought to closing MUST be in the form of a Certified Bank Check or Wire.
We do NOT accept personal checks.

6. **About you:** (if there are more than two sellers, please list his/her/their information on a separate sheet of paper)

Please print your names as shown on your Current, Valid – Government issued PHOTO ID

Name _____	Name _____
Cell # _____	Cell # _____
Work # _____	Work # _____
Home # _____	Home # _____
Marital Status*: _____ Spouse's Name: _____	Marital Status*: _____ Spouse's Name: _____
Email Address _____	Email Address _____
Social Security # _____	Social Security # _____

*Married (M) / Single (S) / Un-remarried Widow(er) (W)

7. Your current mortgage information: Name and address of lending institutions:

1 st Mortgage: Acct # _____	2 nd Mortgage: Acct# _____
_____	_____
_____	_____
Date of Last Pmt: _____	Date of Last Pmt: _____
Phone#: _____	_____

Equity Line/2nd Mortgage: ******Please DO NOT pay off your equity line prior to closing as it may cause a delay. ******

Acct # _____	Any other mortgages or liens (i.e. private mortgages)
_____	_____
Date of Last Pmt: _____	_____
Phone#: _____	_____

Are there any other special circumstances we should know about this transfer, such as you are not selling the full property you own or other restrictions or special terms we should be aware of? _____

The undersigned authorizes Red Door Title to receive payoff information regarding my/our loan(s), and further authorizes CATIC, CATICtrac or other discharge tracking and title curative companies, to receive information relating to mortgage discharge issues with the loans.

_____	_____	_____	_____
Seller Name	Date	Seller Name	Date

8. If the subject property is a condo, has a homeowner's association, or is a mobile home in a park, we will need a copy of the Master Insurance Policy and a fee statement from the condo association, homeowners' association, or mobile home park, prior to closing.

Condo Association Contact: _____

Phone: _____ Fax: _____ Email: _____

Homeowners Association/MH Park Contact: _____

Phone: _____ Fax: _____ Email: _____

9. Is the property located on a **PUBLIC ROAD** or a **PRIVATE ROAD (or Easement)**? (circle one)

If this is a Private Road or Easement Is there a maintenance agreement with the users of the road? _____

Do you have a copy? _____, If Yes, please provide a copy of the Agreement.

Are there fees for maintaining the private road? _____

10. Is the property serviced by public water and/or sewer? If so, please indicate company for each and contact phone number:

Water: _____	Sewer: _____
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