

THE LAW OFFICE OF JONATHAN W. ANDERSON, PLLC

2021 Fairview Road
Raleigh, NC 27608

POST OFFICE BOX 6356
RALEIGH, NC 27628-6356
WWW.LAWOFFICEJWA.COM

TELEPHONE: 919-578-3075
FACSIMILE: 919-573-0806
EMAIL: jon@lawofficejwa.com

Re: Closing on the Sale of Your Home

Dear Sir or Madam:

Congratulations on contracting to sell your home! I represent the buyers and will close the transaction on their behalf. I will also prepare your deed, lien waiver, and all other documents required to close the transaction when requested.

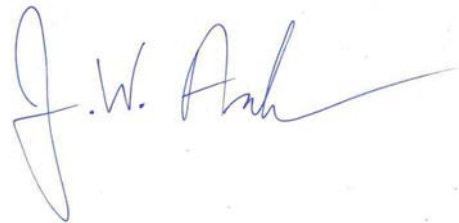
You may hire your own legal representation, if you desire. Otherwise, I will handle the preparation of your documents and answer basic questions about the transaction for the stated fees on the seller information form. Please note that I am not your lawyer or your tax professional.

Please complete the seller information sheet and an authorization letter for each mortgage on the property. There are two versions of the authorization letter. The longer one is for equity lines of credits. Also, please be sure to include contact information for your homeowners' association property manager (e.g. CAS, PPM, Talis Management, HRW etc.). Your marital status, loan number, and social security number are also crucial to completing the transaction. Your spouse must sign the deed and lien waiver. If you do not know the answer to a specific question, please return the form at the earliest convenience and ask whether that information is necessary to close.

You may schedule a time to sign your documents with my office. These documents can be prepared in advance of the closing for a small fee (i.e. \$50.00) charged in our discretion. You may sign these documents at my office or with any notary available to you. A settlement statement will be prepared before the closing. Your proceeds are generally available the same day of the closing or the next business day. I will send a wire to you for a small fee (i.e. \$25.00), mail your check or hold for pick-up at no charge.

Please let me know if there are any questions or concerns that you have,

Sincerely,

A handwritten signature in blue ink that reads "J.W. Anderson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jonathan W. Anderson

Enclosures

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Seller Information Sheet

Property Address:

Closing Date:

BUYER NAME(S):

SELLER NAME(S):

(Provide name of spouse if individual seller is married; spouse must sign deed; call if you have questions about this)

MAILING ADDRESS:

(Forwarding Address)

Is the Seller a Trust? Yes or No?

If the Seller is a Trust, a Trust Certification is require to be recorded pursuant to N.C.G.S. § 36C-10-1013. Please attach a copy of the Seller's Trust Certification

If the Seller wants our firm to draft the Trust Certification, please attach a copy of the Seller's Trust. **There will be an additional \$50 attorney fee for the document, and the Register of Deeds will charge \$26 to record it**

Is the Seller a Corporation? Yes or No?

If yes, in what state is it incorporated?

Please attach a copy of the corporation resolution authorizing the conveyance of the property, a copy of the corporate articles or bylaws to verify the authority of the officers of the transaction, and a certificate of good standing.

Is the Seller a LLC? Yes or No?

If yes, in what state is it incorporated?

If yes, please attach a certificate of good standing, articles or organization, list of managers or members from last filed annual report, and certification that no event of dissolution has occurred

Is an Estate involved? Yes or No?

If yes, is the Estate open or closed?

****Additional fees may apply for the preparation of seller documents involving an estate****

Was property being sold the seller's primary residence?

Seller Telephone:

Seller Email:

Marital Status:

If separated, has there been a Separation Agreement or Free Trader Agreement prepared & recorded?

Social Security Numbers:
(Required for IRS reporting & obtaining payoffs)

First Mortgage Lender:

Loan No.:

Phone:

Approximate Balance:
(Attach a statement if available)

Second Mortgage/Equity Line:

Loan No.:

Phone:

Approximate Balance:

Third Mortgage/Equity Line/Lien:

Loan No.:

Phone:

Approximate Balance:

(Please continue to list all liens against the property along with contact information for payoff)

Current Title Insurance Company:

*****MUST HAVE*** HOMEOWNERS ASSOCIATION
(PROVIDE MANAGEMENT COMPANY INFO):**

Telephone:

If association is self-managed, provide name/telephone/email of President or Treasurer

WILL SELLER(S) ATTEND CLOSING?

IF NO, PLEASE CALL ASAP TO DISCUSS ARRANGEMENTS

(additional fees may apply for out-of-office closings)***

SHOULD THIS LAW FIRM PREPARE THE SELLER'S DEED?

(\$125.00 charge to seller)

SHOULD THIS LAW FIRM ORDER SELLER PAYOFF(S)?

(\$25.00 charge to seller per payoff)

Is there an existing survey of the property?

If yes, please fax or email copy

Home Warranty:

Seller Pay at Closing:

To be Ordered by:

Are there any other seller expenses to be paid at closing?

(e.g. buyer's closing costs, repairs, marketing fees, etc)

HOW WOULD YOU LIKE TO RECEIVE YOUR SELLER PROCEEDS?

Wire____ Mail Check____ Hold for Pick Up _____

Listing Agent Name and Agency:

Selling Agent Name and Agency:

TOTAL COMMISSION: % SPLIT: LA SA
Realtor Transaction Fee:

WHO IS HOLDING THE EARNEST MONEY?

WILL EARNEST MONEY BE RETAINED?

Best Contact Information to Reach Listing Agent:

RETURN TO: **By email: jon@lawofficejwa.com**
 By fax: 919-573-0806
 By USPS: PO Box 6356, Raleigh, NC 27628
 By hand: 2021 Fairview Road Raleigh, NC 27608

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LETTER OF AUTHORIZATION

Lender

Loan Number:

Phone No:

Fax/Email:

Property Address:

(Please use a separate sheet for each lender)

I authorize Lender-to release to The Law Office of Jonathan W. Anderson PLLC any and all information, including payoffs, principal or escrow/impound balances, foreclosure dates, and any other pre-foreclosure information that they may require about my loan for the above referenced property.

Should there be any question as to the authenticity of this document you may contact me at the information provided below so I may confirm that I have given these parties permission to speak to you on my behalf. This letter of authorization is to remain in effect throughout the life of the loan, or until retracted by myself.

X _____

Borrower Signature and Date

Borrower Full Name

Social Security Number

Phone Number

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I further request and direct that lender (i) terminate the borrower's right to obtain advances under the borrower's equity line of credit; (ii) apply all sums subsequently paid by or on behalf of the borrower in connection with the equity line of credit to the satisfaction of the equity line of credit and other sums secured by the related security instrument; and (iii) when the balance of all outstanding sums secured by the related security instrument becomes zero, satisfy the security instrument as a matter of public record pursuant to G.S. 45-37.

This law office is responsible for disbursing funds in connection with the sale of the property or a new loan secured by the property. A requirement of the sale or new loan transaction was that the property be conveyed or encumbered free and clear of the existing mortgage or deed of trust.

As permitted by North Carolina law, we are sending the enclosed request to your lender asking that your equity line of credit be terminated. Our reason for making this request is to ensure that the mortgage or deed of trust on the property will be cancelled once your equity line of credit is paid in full.

When your lender receives our request, your lender will terminate and close your equity line of credit, and you will no longer be able to obtain credit advances. However,

termination of your equity line of credit will not release you from liability for the account. All sums your lender subsequently receives in connection with your equity line of credit (including any sums we send to your lender in connection with the closing of the sale of the property or the new loan) will be applied by your lender to the satisfaction of your account. When the balance of your account becomes zero, your lender will be required to cancel the mortgage or deed of trust as a matter of public record

X _____

Borrower Signature and Date

Borrower Full Name

Social Security Number

Phone Number

WIRE TRANSFER INFORMATION

PLEASE SUPPLY THE FOLLOWING INFORMATION FOR A WIRE TRANSFER

BENEFICIARY BANK:

NAME: _____

BANK ADDRESS: _____

CITY: _____

COUNTRY: _____

SWIFT CODE(8 or 11 characters):

Routing in Transit # of ABA#: _____

IBAN #: _____

(International Bank Account Number)

BENEFICIARY ACCOUNT NAME: _____

BENEFICIARY ACCOUNT NUMBER:

ADDITIONAL BANK INFORMATION (E.G., INTERMEDIARY BANK INFO)

Prepared By: _____ **Phone No.** _____

Note: Any missing/incorrect information will cause a delay in processing your wire.

**(IF YOU WILL BE SIGNING CLOSING DOCUMENTS OUTSIDE OF OUR OFFICE
PLEASE REFER TO THESE INSTRUCTIONS)**

INSTRUCTIONS FOR SIGING AND NOTARIZATION OF DOCUMENT

Please carefully and diligently follow these instructions for completing the signing and acknowledgement of the attached document(s).

Instructions to Signers:

1. The document should be signed in the presence of a Notary Public.
2. The document should be signed on the line immediately above the signer's typed name, and the signature should be exactly as indicated by the typed name. **SIGNATURES MUST NOT BE ANY CLOSER THAN ½ INCH FROM THE SIDES OR BOTTOM OF THE DOCUMENT, OR THERE WILL BE AN ADDITIONAL \$25.00 CHARGE FOR RECORDING THE DOCUMENT (STATE OF NORTH CAROLINA REQUIREMENT).**

Instructions to Notary:

1. Be sure that the document is signed on the line immediately above the signer's typed name, and the signature is exactly as indicated by the typed name.
2. Be sure to enter the correct State and County names in the acknowledgment; these, should, of course, be the State and County in which your notarial commission is of legal record.
3. **BE SURE YOUR NAME AS ENTERED IN THE BODY OF THE ACKNOWLEDGMENT AND YOUR SIGNATURE ARE EXACTLY AS SHOWN IN YOUR COMMISSION AND ON YOUR NOTARIAL SEAL.**
4. Be sure the name of the signer (or signers) as shown in the body of the acknowledgement is exactly as shown in the face of the document and as signed.
5. Use the actual date of signature in the acknowledgment (this date should be the same as or later than the date appearing on the face of the document).

6. Be sure to imprint your notarial seal. **IT IS MANDATORY THAT THE FULL SEAL IS IMPRINTED, SO YOUR NAME IS READABLE ON THE SEAL**
7. Be sure to enter the date of expiration of your commission (this may be entered by rubber stamp, typed, or written)
8. **NOTARY SEAL AND SIGNATURES MUST NOT BE CLOSER THAN ½ INCH FROM THE SIDES OR BOTTOM OF THE DOCUMENT, OR THERE WILL BE AN ADDITIONAL \$25.00 CHARGE FOR RECORDING THE DOCUMENT (STATE OF NORTH CAROLINA REQUIREMENT)**

Your assistance in ascertaining that this document is correctly signed and acknowledged will be realty appreciated.