

SELLER INFORMATION QUESTIONNAIRE

To:

From: Settlements, Ltd.

Re:

Property Address:

Closing Date:

PLEASE PROVIDE A COPY OF YOUR OWNERS TITLE INSURANCE POLICY ASAP; THIS WILL HELP TO ENSURE A TIMELY CLOSING.* (See Question #7)

Your help in completing this questionnaire will expedite the above closing. Kindly take a moment to answer these questions and return it to our office via fax or e-mail. PLEASE RETURN ALL DOCUMENTS AND FORMS COMPLETED AND SIGNED. THANK YOU.

1. Do you have an existing mortgage on this property? _____

If yes, please provide the following so that we may obtain a payoff statement.**

Current Mortgage lender: _____

Customer relations phone number: _____

Account number: _____

Is this a mortgage foreclosure or a potential "short sale?" _____

2. Is there a second mortgage, equity line of credit, lien or judgment against the property? _____

Mortgage lender: _____

Customer relations phone number: _____

Account number: _____

*****NOTE for PNC customers: If your lender is a PNC institution, you must order the payoff letter directly and then have PNC fax us a copy of the statement.***

STOP! If you have answered "YES" to questions 1 & 2, please refer to the attached payoff authorization form and complete as well.

3. Will all sellers attend the closing? _____

If you are unable to attend the closing, please advise ASAP so that arrangements may be made to have the Deed and other documents signed in advance.

4. Please provide your forwarding address, email & phone #:

5. Please provide the Social Security # or taxpayer id # and Date(s) of Birth for each seller:

Name: _____ SSN: _____ DOB: _____

Name: _____ SSN: _____ DOB: _____

**6. Please provide the marital status of the Seller. _____
If widowed, please provide a copy of the Death Certificate.**

7. Do you want Settlements, Ltd. to prepare the new Deed for the closing? _____.

Kindly provide a copy of your current deed, most recent survey (if available) and most importantly, your *TITLE INSURANCE POLICY.

If not, please provide the name and telephone number of the person responsible for preparing these documents for you.

8. Please list your water and/or sewer service provider(s).

9. Does this property belong to a Homeowner's Association? _____

If so, kindly provide the name and telephone number of the homeowner's association and/or Management Company?

10. Have you filed for bankruptcy? _____

ONE LAST THING!

PLEASE REMEMBER TO BRING A CURRENT (NOT EXPIRED) FORM OF GOVERNMENT-ISSUED PHOTO IDENTIFICATION WITH YOU TO CLOSING.

Any of the following are acceptable:

- Valid Driver's License
- Passport
- Current Government ID
- Current Military ID

Settlements Ltd. thanks you in advance for your help and cooperation. As always, we appreciate your business. If you have any questions or additional information, please contact our office.

Debbie Patti, Esq.

Settlements, Ltd.

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If an item on the list below is marked with an “X”, please acknowledge and/or provide the appropriate information and/or documentation.

PLEASE NOTE THOSE MARKED

- A dye test is required. Please arrange to have the dye test performed and forward the documentation to the municipality ASAP. **We require a copy of the dye test results.** The no-lien letters and tax certs will not be released to us until the municipality receives the dye test results. Failure to act promptly may delay the closing.
- An indoor water meter reading is required.
- An indoor inspection is required for a backflow preventer.
- Wage tax certification is required and the form is attached. Please have it completed, signed and returned to us ASAP.
- A zoning/occupancy inspection is required. **Please arrange to have the code enforcement officer inspect the premises and fax the occupancy permit to us prior to closing.**
- This property is serviced by the Pittsburgh Water & Sewer Authority. Please arrange to have a final reading taken and submitted to PWSA so that a final water bill may be prepared.
- Please fax a copy of the Trust Agreement if the Seller of the property is a Trust.
- If you are using a Power of Attorney, we will need a copy faxed to our office and the Original Power of Attorney brought to the closing.