



PLEASE SUBMIT COMPLETED FORMS BY  
FAX TO 954-474-3781 OR  
EMAIL TO: INFO@MICASATITLE.COM

## SELLER INFORMATION SHEET

### CONTACT INFORMATION:

**Confirm legal spelling of name(s):** Seller #1 \_\_\_\_\_

Seller #2 \_\_\_\_\_

Seller #3 \_\_\_\_\_

**U.S. Social Security Number:** Seller #1 \_\_\_\_\_

Seller #2 \_\_\_\_\_

Seller #3 \_\_\_\_\_

**Current Marital Status:** Seller #1     married    or     unmarried/single

Seller #2     married    or     unmarried/single

Seller #3     married    or     unmarried/single

**Telephone Number(s):** Seller #1 - Home \_\_\_\_\_ Mobile/Cell \_\_\_\_\_

Seller #2 - Home \_\_\_\_\_ Mobile/Cell \_\_\_\_\_

Seller #3 - Home \_\_\_\_\_ Mobile/Cell \_\_\_\_\_

**Email Address:** Seller #1 \_\_\_\_\_

Seller #2 \_\_\_\_\_

Seller #3 \_\_\_\_\_

Your mailing address after closing: Seller #1 \_\_\_\_\_  
Seller #2 \_\_\_\_\_  
Seller #3 \_\_\_\_\_

Are you a U.S. Citizen: Seller #1 Yes \_\_\_\_\_ or \*\*No \_\_\_\_\_ (Permanent Resident)  
Seller #2 Yes \_\_\_\_\_ or \*\*No \_\_\_\_\_ (Permanent Resident)  
Seller #3 Yes \_\_\_\_\_ or \*\*No \_\_\_\_\_ (Permanent Resident)

**\*\*NOTE: IF YOU ARE NOT A U.S. CITIZEN, PLEASE CONTACT OUR OFFICE IMMEDIATELY SO THAT WE MAY DETERMINE IF THIS TRANSACTION IS SUBJECT TO THE 10% IRS FIRPTA WITHHOLDING\*\***

**PROPERTY INFORMATION:**

Is the property being sold your current primary residence? Seller #1 Yes \_\_\_\_\_ or No \_\_\_\_\_  
Seller #2 Yes \_\_\_\_\_ or No \_\_\_\_\_  
Seller #3 Yes \_\_\_\_\_ or No \_\_\_\_\_

**NOTE: IF THIS IS YOUR PRIMARY RESIDENCE AND IF YOU ARE MARRIED, YOUR SPOUSE MUST JOIN IN ON THE EXECUTION OF THE DEED EVEN IF THEY ARE NOT CURRENTLY VESTED ON TITLE.**

If the property being sold is your current primary residence, please provide the name of your non-titled spouse:

\_\_\_\_\_

Is the property currently tenant occupied? Yes \_\_\_\_\_ or No \_\_\_\_\_

If yes, please provide our office with a copy of the current rental lease agreement.

**MORTGAGE/LOAN INFORMATION:**

Do you have any existing Mortgage(s) attached to the property being sold that are outstanding and to be paid in full with this transaction? Yes \_\_\_\_\_ or No \_\_\_\_\_

Name of mortgage company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Name of mortgage company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

**HOMEOWNER/CONDOMINIUM ASSOCIATION INFORMATION:**

Do you have a homeowner/condominium association? Yes \_\_\_\_\_ or No \_\_\_\_\_

Name of Association: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MISCELLANEOUS INFORMATION:**

Will you be attending the closing? Seller #1 Yes \_\_\_\_\_ or No \_\_\_\_\_

Seller #2 Yes \_\_\_\_\_ or No \_\_\_\_\_

Seller #3 Yes \_\_\_\_\_ or No \_\_\_\_\_

If no, what is the mail away address where the closing documents should be sent to? \_\_\_\_\_

Are you being represented by a Real Estate Attorney? Yes \_\_\_\_\_ or No \_\_\_\_\_

Do you have a copy of your existing Owner's Title Insurance Policy? Yes \_\_\_\_\_ or No \_\_\_\_\_

**If yes, please return a copy along with this completed form so that we may determine if eligibility for reissue credit can be applied towards the title insurance premium cost. Please note, the title insurance policy must be issued within the last 3 years.**