

## SELLER INFORMATION SHEET

1. Current Mailing Address:

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2. Forwarding Mailing Address:

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3. Phone number:

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4. Email address:

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5. Social Security Number(s) for each Seller:

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6. Are there Homeowner's Association Dues?

Yes

No

7. If there are Homeowner's Association Dues, please provide contact for HOA:

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8. Will all Sellers be attending the closing?

Yes

No

9. Are you currently a resident of South Carolina?

Yes

No

10. Is there a mobile home on the property?

Yes

No

11. How would like to receive the money at closing?

Check

Wire

12. Any additional information we need to know?

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**SHIPMAN MIRANDA LAW LLC**

Susan Shipman Miranda, Attorney-At-Law  
1028 South Main Street, Anderson, SC 29621  
Phone: 864-760-0221  
Email: orders@smirandalaw.com

**PAYOFF AUTHORIZATION (1st Mortgage)**

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

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

Account information for mortgage to be paid off at closing:

Name of Bank: \_\_\_\_\_

Phone Number for Bank: \_\_\_\_\_

Account Number/Loan Number : \_\_\_\_\_

SSN/EIN/TIN: \_\_\_\_\_

**\*\*\* Please release payoff and satisfaction information to Shipman Miranda Law LLC.**

This document may also serve as third party authorization for Shipman Miranda Law LLC to gather information from REO companies, short sale companies/facilitators and foreclosure attorneys.

Our email address is [orders@smirandalaw.com](mailto:orders@smirandalaw.com).

Our fax is \_\_\_\_\_.

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_



**SHIPMAN MIRANDA LAW LLC**

Susan Shipman Miranda, Attorney-At-Law  
1028 South Main Street, Anderson, SC 29621  
Phone: 864-760-0221  
Email: orders@smirandalaw.com

**PAYOFF AUTHORIZATION (2nd Mortgage)**

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

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

Account information for mortgage to be paid off at closing:

Name of Bank: \_\_\_\_\_

Phone Number for Bank: \_\_\_\_\_

Account Number/Loan Number : \_\_\_\_\_

SSN/EIN/TIN: \_\_\_\_\_

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\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_