

# Hance & Hance, P.A.

Attorneys at Law

438 A East Garrison Blvd.  
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Gastonia, NC 28053

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## **REQUEST FOR INFORMATION - SELLER**

Thank you for choosing Hance & Hance, PA to assist you with the sale of your property. Please complete this worksheet so that we may assist you better.

Seller(s) name: \_\_\_\_\_

(including non-owner spouse)

Email: \_\_\_\_\_ SSN or EIN: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ DOB: \_\_\_\_\_

Seller name: \_\_\_\_\_

Email: \_\_\_\_\_ SSN: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ DOB: \_\_\_\_\_

**\*Please be aware if you are currently married your spouse will need to be at closing to sign documents as well. This includes individuals who were married after the time of purchasing the house\***

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

City

State

Zip

1. Is this property your principal residence? Yes \_\_\_ No \_\_\_  
(Lived here 2 out of the last 5 years)
2. At the time of closing, will the property be: \_\_\_ Owner Occupied \_\_\_ Tenant Occupied \_\_\_ Vacant  
If rental property, **provide a copy of the lease.** Will tenants occupy the property after closing? \_\_\_\_\_  
Number of Units: \_\_\_\_\_ Rent per month: \_\_\_\_\_ Rent paid through date: \_\_\_\_\_
3. Is there a Homeowner's Association? Yes \_\_\_ No \_\_\_  
If yes, please provide name and contact information for HOA: \_\_\_\_\_
4. Is this property a manufactured home? Yes \_\_\_ No \_\_\_  
\*If yes, please contact our office immediately.
5. Are you married? Yes \_\_\_ No \_\_\_ To each other? Yes \_\_\_ No \_\_\_  
Are either of you married to someone else? Yes \_\_\_ No \_\_\_
6. Do you have any mortgages on this property? Yes \_\_\_ No \_\_\_  
If yes, please provide account information:  
Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
7. What is the commission for the Seller's Agent \_\_\_\_\_% Buyer's Agent \_\_\_\_\_%  
Are there any bonuses or deductions from your commission? If yes, please explain and provide approval letter from BIC on any deductions:  
\_\_\_\_\_
8. Are you in active bankruptcy? Yes \_\_\_ No \_\_\_
9. Are you in active foreclosure for the subject property? Yes \_\_\_ No \_\_\_

10. Will all sellers be attending closing? Yes \_\_\_ No \_\_\_  
\*If no, please contact your paralegal to make arrangements for an early signing or a mail away. Please note, there is an additional charge for this.
11. Will seller/sellers sign by Power of Attorney? Yes \_\_\_ No \_\_\_  
\*If yes, inform your paralegal immediately to avoid delays.
12. Has there been any recent construction or repairs done by 3<sup>rd</sup> parties in the last 120 days? Yes \_\_\_ No \_\_\_  
If yes, please give details: \_\_\_\_\_  
\*\*Any construction yet to be completed? Yes \_\_\_ No \_\_\_  
Return invoices or account statements with this worksheet.  
**\*\*For ANY work performed within 120 days of closing, all contractors/materialmen must sign a lien waiver, which we will provide to you, EVEN IF THEY HAVE BEEN PAID IN ADVANCE OF CLOSING.\*\***
13. Is the property currently being taxed at a reduced rate due to a deferral or exemption applied by the tax office? Yes \_\_\_ No \_\_\_  
If yes, please describe the adjustments and contact our office to ensure proper tax prorations are calculated at closing: \_\_\_\_\_
14. Your New/Forwarding Address: \_\_\_\_\_  
**\*\*This cannot be left blank, as we must have an address to list for you on the deed.\*\***

Please complete this form, **in full**, and return to closings@hanceandhance.com or FAX 704-861-9033.

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## **Authorization For Sellers Proceeds**

I/We authorize and request for Hance and Hance, P.A. to disburse all checks (except for liens on the property) including but not limited to my/our proceeds check as follows:

\_\_\_\_\_ Picked up by me after recording. (Check will not be ready for pickup at the time of signing. We cannot release any money until the deed has been recorded. This is normally a few hours after signing).

\_\_\_\_\_ Given to my/our realtor to disburse to me/us.

\_\_\_\_\_ Sent by overnight mail. (I/We agree to pay the additional costs associated with overnight delivery and authorize Hance and Hance, P.A. to deduct \$35.00 from our proceeds check to pay the shipper).

I/We hereby understand that Hance and Hance, P.A. is not responsible for the U.S. Postal Service and is not responsible for the timeliness of delivery or misplacement of any checks placed in the U.S. Mail. I/We hereby agree to hold harmless Hance and Hance, P.A. from any liability regarding checks placed in the U.S. Mail.

I/We hereby agree that if any check(s) needs to be reissued (or a stop payment of a previously issued check is requested) for any reason, I/We will pay any fees associated with the additional cost of reissuing the check or stopping payment on a previously issued check.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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## REQUEST FOR PAYOFF AND LIEN RELEASE

Borrower(s): \_\_\_\_\_ SSN: \_\_\_\_\_

\_\_\_\_\_ SSN: \_\_\_\_\_

Authorized Agent of the Borrower(s): Attorney Julie Moser Hance

Lender: \_\_\_\_\_

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

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

**This notification pursuant to NCGS §45-36.7(a) requests that you, the secured creditor, send a payoff statement to Attorney Julie Moser Hance, authorized agent, by facsimile to 704-861-9033 good through \_\_\_\_\_.**

NCGS §45-36.9 requires that a secured creditor record with the Register of Deeds a notice of Satisfaction within 30 days of full payment.

Equity Lines of Credit: Pursuant to NCGS § 45-82.2 the undersigned hereby requests that the Lender terminate the ability of the Borrower(s) to obtain advances under the Borrowers' Equity Line of Credit AND to apply all sums subsequently paid by or on behalf of the borrower(s) in connection with the Equity Line of Credit to the Satisfaction of the Equity Line of Credit AND when the balance of all outstanding sums secured by the related Security Instrument becomes zero, satisfy the security instrument identified above as a matter of public record pursuant to NCGS § 45-37.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date