



West Virginia Offices
Charles Town and Martinsburg

Virginia Offices
Winchester and Ashburn

Dear Seller:

We are the Settlement Attorney handling the closing on the sale of your property/home. Your settlement coordinator will be assigned once the ratified contract is received by our office and they will contact you at that point.

Please complete the enclosed form and send it back to us as soon as possible via fax or email so that we may better serve you. If you have an attorney that is handling your seller side of the closing, please provide me with their contact info and I will coordinate with that office.

If the property you are selling is in West Virginia, and you are Not a resident of West Virginia, please contact your settlement coordinator ASAP to discuss the State Withholding Tax that will be collected at closing and sent to the WV State Tax Office.

We have several office locations to serve you, so when your closing appointment is scheduled, please be sure to confirm at which location it will occur to avoid any confusion on closing day. Let me know if you have any questions. We appreciate your business.

Sincerely,

Settlement Coordinator

Enclosure



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Seller #1 Name _____
Marital Status: Single _____ Married _____ Divorced _____ Widow/Widower _____

Seller #2 Name _____
Marital Status: Single _____ Married _____ Divorced _____ Widow/Widower _____

Current Address: _____

Is subject property "Owner Occupied" OR "Rental/Investment" : _____

Forwarding Address: _____

Home Phone _____ Work Phone _____

Seller #1 Social Sec. # _____ Cell Phone _____

Seller #2 Social Sec. # _____ Cell Phone _____

or Tax ID # if Seller is an LLC, Corporation or Estate: _____

Email address: _____

Homeowners Association/Condominium Information (If applicable):

Association Name: _____

Association Address: _____

Contact Name and Phone Number: _____

Date Dues Paid Through / Payment Amount: _____

Do you have any payoffs (Mortgage/Equity, etc.)? Yes _____ No _____

Lender Name: _____

Lender Phone Number: _____

Loan Number: _____

Lender Name: _____

Lender Phone Number: _____

Loan Number: _____

I/We do hereby authorize the release of any and all payoff inquires to Briel PC Attorneys. If the loan is an Equity/Credit Line, please freeze the account upon issuing the payoff statement.

(Print Name)

(Signature) Date

(Print Name)
{{FILENUMB}}

(Signature) Date