



West Virginia Offices
Charles Town and Martinsburg

Virginia Offices
Winchester and Ashburn

Dear Seller:

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

In order for us to better serve you in this transaction; we need you to complete, sign, and return the enclosed **Seller Information Form** via fax or email. If you have an attorney who is handling the seller side of the closing, please provide us with his or her contact information, and we 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 as soon as possible to discuss the State Withholding Tax that will be collected at closing and will be sent to the WV State Tax Office.

In order to better serve our clients, we have several office locations. When your closing appointment is scheduled, please be sure to confirm at which location it will occur to avoid any confusion on closing day. Please let us know if you have any questions or concerns. We appreciate your business.

Thank you,

Briel PC Attorneys

Enclosure



Seller Information Form

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) (Signature) Date