

HENEY & ASSOCIATES, LLC
86 DODGE STREET, ROUTE 1A
BEVERLY, MA 01915

PHONE: 978-921-1050
FAX: 978-921-7877

SELLER INFORMATION

In order to expedite the process of your closing, please supply us with the following information.
Complete this document and fax back to Heney & Associates, LLC at (978) 921-7877.

Note: Failure to provide us this information promptly could delay your closing date!

Note: You will be required to produce a valid unexpired photo ID for each person.

1. Name: _____ Soc. Sec. No.: _____

Name: _____ Soc. Sec. No.: _____

2. Name and telephone numbers for: Your Real Estate Agent _____
Phone _____

3. The deed will be prepared by: _____ Heney and Associates, LLC (cost \$150.00)
_____ Your Attorney - _____
Name / Phone #

Your marital status: Married _____ Unmarried _____

If married, spouse's name for homestead purposes: _____

Is the property you are selling your primary residence? Y / N (circle one)

Please note—If your attorney prepares the deed, we will need a copy at least 48 hours **PRIOR** to closing.

5. Telephone numbers where you may be reached: Daytime: _____ Evening: _____
e-mail: _____

6. Your current mortgage information:
Name of lending institution: _____
1st Mortgage: _____ Equity/2nd Mortgage: _____
Phone# _____ Phone# _____
Acct. # _____ Acct. # _____

There will be a discharge processing fee of \$45.00 per lien payoff. This fee covers follow-up on the release of the lien(s).

The undersigned authorizes Heney and Associates, LLC to receive any payoff information with regard to my/our above-referenced loan(s).

_____ Date

_____ Date

7. If the subject property is a Condominium, please note we will need a copy of the Master Insurance Policy and a Condo Fee Statement (6D Certificate) from the Association prior to closing.

Condo Association Contact: _____ Phone: _____

Amount of monthly condo fee: \$ _____