



# Eddins Law Group, PLLC

Committed to Our Clients' Success

3950 Westport Road, Louisville, KY 40207  
(502)893-2350 phone (502)893-1949 fax

REAL ESTATE CO NAME \_\_\_\_\_ & LICENSE #: \_\_\_\_\_  
AGENT'S NAME & LICENSE #: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_

CONGRATULATIONS ON THE SALE OF YOUR LISTING!!! We have received the title order and would appreciate your cooperation in obtaining the following information regarding any existing mortgages, title changes, etc., on the above-mentioned property. Please fill in all the following and email to [RealEstate@LouisvilleLawyers.com](mailto:RealEstate@LouisvilleLawyers.com) or fax to the above fax number as soon as possible to avoid any delays in the closing.

**Seller #1-FULL NAME:** \_\_\_\_\_  
**Marital Status:** Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed (Spouse name and Date of Death \_\_\_\_\_)  
**Social Security Number (A MUST):** \_\_\_\_\_  
**Daytime Contact Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Forwarding Address:** \_\_\_\_\_

**Seller #2-FULL NAME:** \_\_\_\_\_  
**Social Security Number (A MUST):** \_\_\_\_\_  
**Marital Status:** Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed (Spouse name and Date of Death \_\_\_\_\_)

**Seller CORPORATION/LLC Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**TIN #:** \_\_\_\_\_ **NEED PRIOR TO CLOSING: Resolution – SEND WITH THIS SHEET**

	MORTGAGE/LIEN HOLDER	MORTGAGE ACCOUNT #	TELEPHONE NUMBER
#1			
#2			

**HOA/Condo Association:** \_\_\_\_\_ **Monthly dues:** \_\_\_\_\_  
**Contact name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Commission:** Listing Agent \_\_\_\_\_ % Selling Agent \_\_\_\_\_ % Administrative Fee, if any: \_\_\_\_\_

**Good Faith Deposit:** \_\_\_\_\_ Will bring to closing yes or no

**Seller paid closing cost on behalf of Buyer, if any:** \_\_\_\_\_

**Home Warranty Company:** \_\_\_\_\_ **Cost \$** \_\_\_\_\_ **(BRING TO CLOSING)**

**Seller Paid Closing Costs:** \_\_\_\_\_

If a **POWER OF ATTORNEY** is being used at closing, we will need a copy sent to our office prior to closing. If it has not been recorded, please bring the original to closing. We will need to send the to the Clerk's office to record. If the Power of Attorney has been recorded, a copy is sufficient.

Thank you again and we look forward to working together to make this a positive and enjoyable experience for everyone.

Sincerely,  
Real Estate Team

Email: [RealEstate@LouisvilleLawyers.com](mailto:RealEstate@LouisvilleLawyers.com)