



Momentum Title Agency

www.momentumclosings.com
tools.momentumclosings.com

LOUISVILLE OFFICE

1500 Ormsby Station Ct., Suite 110, Louisville, Kentucky 40223, (502) 491-6417

NEW ALBANY OFFICE

4206 Charlestown Road, Suite 100, New Albany, Indiana 47150, (812) 941-8980

JEFFERSONVILLE OFFICE

1994 Charlestown-New Albany Road, Jeffersonville, Indiana 47130, (812) 800-9120

SELLER DATA COLLECTION FORM

Please Note: (1) You may complete an online version of this form at <https://tools.momentumclosings.com/seller-data>, (2) In order to verify potential judgments and order mortgage payoffs, you must complete and return a signed **SELLER AUTHORIZATION** form that can be downloaded from the Seller Data page or by clicking this link: <https://tools.momentumclosings.com/downloads/seller-authorization.pdf>, (3) You will need to have the following information (if applicable) in order to successfully complete this form: the names of all sellers, including a phone number, email, social security number, and marital status for each person, or if you are a selling entity (e.g. Corporation / LLC / Trust / Estate) we will need the IRS EIN Taxpayer ID and paperwork to prove authority to sign (examples: Trust Certificates / Operating Agreements / Corporate Authorizations). For title clearing, we must collect (a) for any mortgages, the name of each lender or servicer with a full account number, and (b) HOA contact information with payment frequency and amounts due, and (c) this **SELLER DATA FORM** and a **SELLER AUTHORIZATION** can be returned to Curative@momentumclosings.com.

Name of person completing form: _____

Email Address: _____

Property Address being sold: _____

Seller 1 Information

Full Legal Name: _____

- **Entity:** IRS EIN Tax ID: _____ Person Signing: _____ Title: _____
- **Individuals:** Social Security Number: _____
- **Marital Status:** Unmarried ___ Married ___ Spouse's Name: _____

Best Phone Number: _____ Email Address: _____

Future Mailing Address: _____

Seller 2 Information

Full Legal Name: _____ Social Security Number: _____

Marital Status: Unmarried ___ Married ___ Spouse's Name: _____

Best Phone Number: _____ Email Address: _____

Future Mailing Address: _____

Seller Account Information

First Mortgage Lender: _____

Account Number: _____

Does your loan have an escrow account for property tax bills? Yes ____ No ____

Second Mtg. Lender: _____

Account Number: _____

Please describe any additional loan, mortgage, lien, judgment or other information that may affect this property:

Property Information

Does the property have an HOA?: No ____ Yes ____ Name of Association _____

Amount Due: \$ _____ Annually ____ Quarterly ____ Monthly ____

HOA Information: Contact Name: _____ Phone: _____

Email: _____

Closing Day

Will all sellers be at closing: Yes ____ No ____ (please explain) _____

Every transaction is unique. Many issues are important to the staff of Momentum Title Agency as we work toward a “clear to close” for your file, such as verifying the authority documents for the person signing on behalf of a company or trust, the date of death for any prior owners of the property, obtaining estate paperwork and attorney contact info, determining if there are requirements from current or prior divorce proceeding, as many others.

Please enter specific notes or directions below (example: I need to appoint my wife to act as a power of attorney for this sale), and we request that you send important instructions or documentation (company authorizations or existing POA’s) to curative@momentumclosings.com (preferred) or by fax to 812-800-9130. Please take the time to provide any necessary feedback or instructions that will assist us with providing the best possible service as we prepare for your closing.

Additional Notes (Please return this completed form to Curative@momentumclosings.com):
