
River City Settlements, LLC

Seller Information Form {Corporation, LLC, Partnership, Trust}

Thank you for allowing River City Settlements, LLC, to help you with the sale of your property. We are asking you for this information so that we can close your transaction quickly and efficiently.

Please circle the appropriate answers and fill in all the blanks to the best of your ability. Upon completing this form, please email to brianna@rivercitysettlements.com.

Should you have any questions or need assistance completing this form, please contact Brianna Bagbey at 434.710.4399.

We look forward to working with you and thank you for the opportunity to be of service.

Property Address: _____

1. SELLER'S NAME: _____

TAX ID NUMBER: _____

AUTHORIZED SIGNOR ON BEHALF OF COMPANY: _____

PHONE: _____ CELL: _____

EMAIL: _____

ADDRESS: _____

2. **WILL THE AUTHORIZED SIGNOR BE PRESENT FOR CLOSING?** **YES** **NO**

If yes, please advise if we need to accommodate any physical limitations that will prevent you from going upstairs (our office does not have an elevator).

3. **IS THE COMPANY ACTIVE WITH THE VIRGINIA STATE CORPORATION COMMISSION?** **YES** **NO**

Please provide all documents for the Corporation, LLC, or Trust

4. **IS THERE A MANUFACTURED HOME LOCATED ON THE PROPERTY? YES NO**
If yes, please provide a copy of the title and/or the DMV transcript that the title has been surrendered.

5. **DOES THE COMPANY HAVE A MORTGAGE LOAN? YES NO**
If yes, please complete the attached mortgage payoff authorization form.

6. **DOES THE COMPANY HAVE AN EQUITY LINE OF CREDIT? YES NO**
If yes, please complete the attached mortgage payoff authorization form.

7. **IS THE COMPANY CURRENTLY IN BANKRUPTCY? YES NO**
If yes, please provide the Order from the bankruptcy court authorizing the sale of the property.

8. **WHAT METHOD OF PAYMENT IS PREFERRED WHEN DISBURSING SALE PROCEEDS? PLEASE CHECK ONE OF THE FOLLOWING BOXES:**

WIRE (\$25 CHARGE)

OVERNIGHT VIA UPS (\$40 CHARGE)

PICK UP CHECK (NO CHARGE)

9. **PLEASE INDICATE THE AGREED UPON COMMISSION:**

Listing: _____ % Selling: _____ %

ADDITIONAL INFORMATION:

I /we, the undersigned, hereby certify that all the information provided on this Seller Information Form is true, correct, and accurate to the best of our knowledge. I/we also acknowledge that providing false information in an attempt to commit fraud could subject us to state and federal criminal and civil penalties.

SELLER Date: _____

SELLER Date: _____

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