



Texas Regional Title
7675 Folsom Dr. Bldg. 100
Beaumont, TX 77706
P: 409.861.7300 F: 409.861.7373

SELLER PRE-CLOSING INFORMATION

Seller Name(s)

Property: _____

Current Legal Names (exactly as they appear on your Government IDs)

Seller: 1 _____

Contact phone number and email or mailing address(es)

Seller 2: _____

Phone: _____

Current Address: _____

Email: _____

Seller 1 SS#: _____

Seller 2 SS#: _____

****IMPORTANT! If the name on your government issued ID does not read the same as the name on your Social Security Card, please provide your name as it reads on your Social Security Card.**

Seller 1 Name on Social : _____

Homeowner Association Name (if applicable and not shown on Addendum to Contract):

Seller 2 Name on Social : _____

Seller 1 DOB: _____

HOA Contact Name : _____

Seller 2 DOB: _____

Email Address of HOA Contact: _____

Forwarding Address: _____

Does this transaction involve a mobile home/manufactured housing unit? YES NO

Existing Loan(s) on the Property – so that we may order Loan Payoff Information

Lender Name: _____

Loan Number: _____

Customer Service Number: _____

Please sign below authorizing your mortgage company(ies) to release payoff information to us.

Signature: _____

Date: _____

Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must withhold tax if the transferor (seller) is a foreign person. Foreign sellers are subject to a 15% withholding (of the Gross Sales Price).

Is Seller 1 a US Citizen?	YES	NO	Is Seller 1 Resident Alien?	YES	NO
IS Seller 2 a US Citizen?	YES	NO	Is Seller 2 Resident Alien?	YES	NO

Seller Marital Status

Married - Both spouses above as "Seller"

Married - spouse's full legal name: _____

Single (if more than one seller, specify for each)

Single when acquired property and have remained single

Married when acquired property - marriage ended in divorce on or about

_____, filed in _____ county and _____ state

Note: copy of divorce decree may be required for examination and possible title requirements

Married when acquired property - marriage ended in death of spouse on or about

Spouse did not leave a will or the will was not probated.

Note: please contact title company to provide additional information

Spouse left a will which was probated in _____ county and _____ state.

Note: copy of probate may be required for examination and possible title requirements

None of the above marital statements describes my/our marital status

Note: Please contact title company to provide additional information.

Is this your residential **Homestead**? YES NO

Do you still live in the property? YES NO

If no, what date did you move out? _____

Has your spouse or a previous spouse ever lived at at the property? YES NO

Will a Power of Attorney be used for any part of this transaction? YES NO

Note: If a power of attorney is being used, we will need a copy for review as soon as possible, and will need to discuss the requirements with you. Please call our office if a POA is being used.

Contact number for Principal (POA only): _____



Are all sellers able to physically attend closing at our office? YES NO

*****ONLY COMPLETE THE REMAINING ITEMS IF YOU ANSWERED “NO” TO THE QUESTION ABOVE*****

Please specify which parties will need to coordinate a mailaway signing, and please note that closing documents WILL have to be signed in front of a notary and we WILL need the original documents returned to us.

Names of parties needing a mailaway signing:

Please choose only ONE option below for any party needing a mailaway signing

I am able to print, and already have access to a notary, so email documents to me at

I am NOT able to print, but already have access to a notary, please physically overnight documents to me at the following address:

Please schedule a mobile notary to meet me on the day of closing (charge is normally \$150 -\$175 to mobile notary service, deducted from the proceeds on the closing statement - mobile notary will meet you at the location of your choosing, and take care of returning the original documents to us via Fedex). The best address for the mobile notary to meet me is: _____

***** If none of these options fit your needs, please call our office to discuss. *****

Texas Regional Title

Beaumont Office:

7675 Folsom Dr. Bldg. 100
Beaumont, TX 77706
P: 409.861.7300 F: 409.861.7373

Mid-County Office:

7980 Anchor Dr. Bldg. 800
Port Arthur, TX 77642
P: 409.861.7300 F: 409.727.8386

