



Seller Checklist

Return completed form to your Escrow Officer at Talon Title Agency, LLC.

Contract and all counter offers/addendums have been provided – **IF NOT ATTACH TO FORM**

Back title if owner’s policy is less than 10 years has been provided – **IF NOT ATTACH TO FORM**

Broker’s State License Number _____ Agent’s State License Number _____

Agent’s Contact Info: (email) _____ (phone) _____

Realtor’s Commission % _____ Additional Commission _____

Can Talon Title contact your client directly? yes no Comments: _____

Homeowner: _____ SSN# _____ Marital Status _____

Homeowner: _____ SSN# _____ Marital Status _____

Sellers Contact Info: (email) _____ (phone) _____

Will the Seller attend the closing? yes no – check correct statement below
 Seller will pre-sign in Talon Office **or** Seller requests a mail-away, to below address:

Will Seller sign with POA at closing – **IF YES ATTACH TO FORM** yes no

Loan/Payoff Information for all current mortgages:

Lending Institution _____ Acct. # _____ Phone # _____

Lending Institution _____ Acct. # _____ Phone # _____

Lending Institution _____ Acct. # _____ Phone # _____

HOA Contact Info: _____ Phone: _____

Home Warranty \$ _____ - ATTACH INVOICE Gas Line \$ _____ - ATTACH INVOICE

Pest Inspection \$ _____ - ATTACH INVOICE Other Repairs \$ _____ - ATTACH INVOICE

I/We hereby authorize a payoff statement to be provided to Talon Title Agency, LLC.

Seller Signature: _____ Date: _____