

GILLIS LAW FIRM, LLC
(803) 931-0101
SELLER CONTACT INFORMATION SHEET

PROPERTY ADDRESS: _____

[In an effort to help expedite the flow of information and help this transaction reach a successful conclusion on your time frame, we are asking that you provide the below contact information for our records. **With so much information to process and verify, a timely response will help us meet your scheduled closing date. If you do not have all information, please fill in what you have and return now, and then call us with any additional information once determined.**]

Please fill in the below information and return :

- [1] via fax at (803) 931-0470 or
- [2] e-mail to the closing coordinator listed below

For future contact, Your Closing Specialist is:

Ashley Smith
(803) 931-0101 x 1500
For faster response, please use e-mail
asmith@gillislawfirm.net

Seller #1

Corporation Name (as filed w/ SCSOS) : _____
Federal Tax I.D. : _____
Contact Person : _____
Cell Phone Number: (____) _____
Work Phone Number: _____
e-mail address: _____

Payoff Information:

Loan # 1 :	Loan # 2 :
Bank Name : _____	Bank Name : _____
Account # : _____	Account # : _____
Phone # : _____	Phone # : _____

Forwarding Address: _____

Other Information: NAME Account # Phone #

Neighborhood Association: _____ / _____ / _____
Water Information : _____ / _____ / _____
Sewer Information: _____ / _____ / _____

PLEASE SEND A COPY OF THE OPERATING AGREEMENT / CORPORATE RESOLUTION STATING WHO IS AUTHORIZED TO SIGN ON BEHALF OF THE LLC / INC.