

**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](mailto:asmith@gillislawfirm.net)

**Seller #1**

Name (as shown on Driver's License): \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Cell Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_  
 e-mail address: \_\_\_\_\_

**Seller #2**

Name (as shown on Driver's License): \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Cell Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_  
 e-mail address: \_\_\_\_\_

**Payoff Information:**

<b>Loan # 1 :</b>	<b>Loan # 2 :</b>
Bank Name : _____	Bank Name : _____
Account # : _____	Account # : _____
Phone # : _____	Phone # : _____

**Forwarding Address:** \_\_\_\_\_

<b>Other Information:</b>	NAME	Account #	Phone #
	_____	_____	_____

Neighborhood Association: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Water Information: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Sewer Information \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**COMMISSION :** \_\_\_\_\_ **[TOTAL]**                      \_\_\_\_\_ **[SPLIT]**