



Congratulations on the pending sale of your property! Completing this sheet helps us prepare accurate closing documents and keep your closing on schedule. Please complete it as soon as possible and email it to processing@ramparttitle.com or bring it to closing.

About the Seller(s)

SELLER FULL LEGAL NAME

SOCIAL SECURITY NUMBER

Seller marital status

☐ Married

☐ Single

CO-SELLER FULL LEGAL NAME

SOCIAL SECURITY NUMBER

Co-seller marital status

☐ Married

☐ Single

If both are married, are you married to each other?

☐ Yes

☐ No

Contact Information

CURRENT ADDRESS

FORWARDING ADDRESS (AFTER CLOSING, IF DIFFERENT)

CELL PHONE

EMAIL

HOME PHONE

WORK PHONE

Citizenship & FIRPTA

Are you a citizen of the United States?

☐ Yes

☐ No

IF NOT, COUNTRY OF CITIZENSHIP

If you are a foreign person, the sale may be subject to FIRPTA withholding (generally 15% of the sale price) unless an exemption applies. Please tell us early.

Title History

Is anyone in title deceased since the property was purchased?

☐ Yes

☐ No

Are any parties in title divorced since the property was purchased?

☐ Yes

☐ No

Is this your primary residence?

☐ Yes

☐ No

Closing



How would you like to close?

☐ Office

☐ Mail-away

☐ Mobile

IF MAIL-AWAY OR MOBILE, ADDRESS WHERE THE NOTARY SHOULD MEET YOU

Existing Mortgages

Is there an existing mortgage on the property?

☐ Yes

☐ No

FIRST MORTGAGE HOLDER

LOAN / ACCOUNT NUMBER

SECOND MORTGAGE / HELOC HOLDER

LOAN / ACCOUNT NUMBER

HOA / Association

ASSOCIATION NAME

CONTACT / PHONE

MASTER ASSOCIATION NAME

CONTACT / PHONE

I understand I am responsible for any payoff, transfer and document fees the association charges.

Existing Title & Survey

Do you have a copy of your title insurance policy?

☐ Yes

☐ No

Do you have a copy of your survey?

☐ Yes

☐ No

Any improvements to the property or neighbors since the survey?

☐ Yes

☐ No

Rentals

Is the property currently rented?

☐ Yes

☐ No

AMOUNT OF RENT & DATE DUE

SECURITY DEPOSIT YOU ARE HOLDING

1031 Exchange & Entity Sellers

Are you doing a 1031 exchange?

☐ Yes

☐ No

If title is held by an entity, please provide its formation documents and proof of who is authorized to sign (articles, operating agreement or resolution, good standing).

Payoff Authorization

I/we authorize the mortgage lender(s) and servicer(s) named above to release to Rampart Title and its agents the payoff balance, per-diem interest and any other loan information needed to close this transaction. A copy of this authorization is as valid as the original.



SELLER SIGNATURE

DATE

CO-SELLER SIGNATURE

DATE

Anything Else?

ADDITIONAL INFORMATION