

GONZALEZ LAW FIRM, PLLC

1140 Kildaire Farm Rd, Suite 108
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Phone 919.469.3331

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Fax 919.469.2231

110 East Arlington Boulevard, Suite R
Greenville, NC 27858
Phone 252.296.1200

Seller Engagement Letter

We at the Gonzalez Law Firm understand that the sale of a piece of property can be a time of uncertainty for many people. It is our goal to help you through the process and to make the transition to the new Buyer/Owner as stress free as possible. When we receive all of the necessary documents for your sale, including documents from your Realtor and any other third-parties to the transaction, we will conduct a title examination of your property and prepare any needed documents for your closing. If any questions arise concerning the provisions of this letter, please feel free to contact our office. If no questions or concerns are expressed, then this letter and its attachments will serve as the terms of our agreement. We do ask that you please sign and return this letter and all attachments to our office at your earliest convenience.

To give you some idea of what to expect, typical categories for which costs will be incurred, associated with the sale of property may include, but are not limited to:

- Deed, Lien Waiver & 1099 Preparation
- Excise Stamps – Based on Sales Price
- Pro-rated Share of Property Taxes
- Pro-rated Share of HOA Dues and Transfer Fees
- Real Estate Commission
- Payoff / Cancellation Fees (\$40 Payoff Wire Fee/\$60.00 per Deed of Trust/Equity Line cancelation)

Please be aware that pursuant to the terms of your agreement with the Buyer, you must provide documentation, most commonly referred to as a deed, at or before closing that effectively transfers or conveys your interest in the property. This document must conform with the laws of the State of North Carolina in order to effectively convey title. North Carolina Law allows us to preform this service on your behalf. You also have the option to make other arrangements for the preparation of these documents. A complete set of Seller Documents includes the Deed, Lien Waiver, Non-Foreign Affidavit, Marital Status Affidavit, and a Limited Power of Attorney for your agent to sign the Closing Disclosure on your behalf. Additional fees for non-standard documents and additional document sets will apply.

The Gonzalez Law Firm's base closing coordination fee to the Seller is \$250.00 if we are drafting your Seller Documents package and \$150.00 if we are not drafting your documents. If we are not preparing the seller documents, then we must receive a set of completed Seller Documents at our office at least five (5) business days before the closing is scheduled.

Do you want Gonzalez Law Firm, PLLC to complete the Seller Transfer Documents mentioned above for you? _____ Yes _____ No

If NO, whom will prepare (Provide contact information if known): _____

Please remember to bring your Driver's License or some other form of picture ID with you to closing. We will request them upon arrival in order to make copies for our records. Many documents being signed during closing are required to be notarized and our policy is to have a picture ID of any person whose signature we will be notarizing.

Seller acknowledges and understands that Gonzalez Law Firm, PLLC is the closing attorney of the Buyer and *not* the Seller and that *no* attorney-client relationship exists between this Firm and the Seller. Seller is encouraged and accepts that they have had ample opportunity to obtain their own counsel.

I have included a copy of this letter for your review and signature. If any of the information in this letter is not consistent with your understanding of our agreement, please contact Gonzalez Law Firm, PLLC prior to signing. Otherwise, please sign this letter and return it to our office as soon as possible.

Should you have any questions regarding your closing at any time, please do not hesitate to contact us. We will be glad to answer any questions you may have.

**** PLEASE NOTE **** In the event there is a shortage of up to \$10.00 in the Trust Account Balance Ledger for your closing, Gonzalez Law Firm , PLLC (GLF) agrees to pay the shortage. If there is a shortage of over \$10.00 in the Trust Account Balance Ledger for your case, this shall be billed to the parties responsible. All parties agree that GLF shall keep any overage up to \$10.00, as an additional fee. Any refund due shall be promptly return to the parties if the overage is over \$10.00. If you are issued a check please promptly deposit or cash this with your banking establishment.

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Greenville Office

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Greenville, NC 27858
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AGREED TO BY SELLER:

Seller **Date:** _____

Seller **Date:** _____

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Seller Information

SELLER(s): _____

LISTING AGENT: _____

Seller(s) Marital Status: Single _____ Married _____ Divorced _____ Separated _____ Widow(er) _____

Full Legal Names of all Seller(s) and Spouse(s) even if not on current Deed.

_____ and Spouse, _____

_____ and Spouse, _____

Seller(s) Phone Number: _____ and Spouse _____

Seller(s) Email Address: _____ and Spouse _____

Seller(s) Forwarding Address (required):

Seller's Social Security Numbers: **This information is essential and required for obtaining payoff information & 1099 reporting:** (Sellers may call the firm to provide this information if they are more comfortable.)

Seller 1: _____

Seller 2: _____

Homeowner Association Management company name (if not a company, then provide HOA contact name and phone number):

Title Insurance Information from your purchase (if known): _____

Other Seller expenses to be paid at closing: _____

Will the Seller be attending the Closing? Yes _____ No _____

***If the Seller is not attending the closing, please contact Gonzalez Law Firm, PLLC immediately to make arrangements on when and how the Sellers will sign. ***

How would you like to receive your net proceeds after closing?

Pick Up _____ USPS _____ overnight (\$40.00 fee) _____ Wire (\$40.00 fee) _____

Funds Availability Policy: It is our goal to make real estate commission checks and proceeds funds available as soon as practical following closing. However, NC State Bar Rules expressly prohibit disbursing any closing funds prior to recording. Should you request funds be wired, our office can accommodate the request. To prevent fraud and protect your proceeds, all wiring instructions will be verified and you will be required to sign the instructions and return them with your seller documents. Wiring instructions will not be accepted via email. No check will be issued for proceeds exceeding \$10,000. Anything that exceeds this amount must be wired. **THIS OFFICE WILL NOT ACCEPT CHANGES TO WIRING INSTRUCTIONS. WE CANNOT SEND OUT WIRES FOR PROCEEDS IF YOU DO NOT COMPLETELY FILL OUT THIS FORM. WE MUST HAVE THIS FORM COMPLETED AND WE WILL CALL YOU TO VERIFY YOUR WIRING INSTRUCTIONS PRIOR TO SENDING THE WIRE. ***WIRING INSTRUCTIONS MUST BE ON BANK LETTER HEAD AND VERIFIABLE**

WITH A BANK CONTACT IF NEEDED. VOIDED CHECKS/DEPOSIT SLIPS WILL NOT BE ACCEPTED AS WIRING INSTRUCTIONS. ****

Did the Seller rent this property? _____ “NC LIENS” ENTRY # if applicable: _____

Seller’s Agent Info:

Company _____ License# _____

Agent’s Name: _____ License# _____

Contact #'s (o) _____ (m) _____

Email: _____

Commission: _____% Total _____% Seller’s Agent _____% Buyer’s Agent

How would you like to receive your commission check?

Pick Up _____ USPS _____ overnight (\$40.00 fee) _____ Wire (\$40.00 fee) _____

*****If wire, we must have your wire information on your Bank’s letterhead, NO EXCEPTIONS *****

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BORROWER/SELLER AUTHORIZATION TO RELEASE PAYOFF/LOAN INFORMATION

Property Address: _____

*****Please fully complete this page by hand. Electronic signatures are not accepted by most lenders. If new construction, we will need the Termite Treatment, Certification of Occupancy and NC Liens number prior to closing.*****

In order for Gonzalez Law Firm, PLLC to obtain a payoff and subsequent cancelation of record for your loan(s), please provide the following information and authorize by signing below.

Lender 1: _____ Loan/Account # _____
Lender Phone Number: _____

Lender 2: _____ Loan/Account # _____
Lender Phone Number: _____

Additional Lenders / Entity: _____

I/We authorize the above referenced lender and institution to provide **Gonzalez Law Firm, PLLC** and/or its employees, any and all information and documentation requested in order to assist Gonzalez Law Firm, PLLC in obtaining loan and payoff information for loans owed to same. Such information shall include, but is not limited to, account balances, payment information, escrow account information, and verbal and written payoff information.

I/We understand that the lender may charge a fee to my account for a faxed written payoff statement. I further understand that any fee charged for obtaining a payoff is our obligation and not the obligation of Gonzalez Law Firm, PLLC.

*****In the event the loan referenced above is a Home Equity Line of Credit, by signing below we request and agree for you to block same from any further advances/draws.*****

*****A copy of this authorization may be accepted as an original. This authorization shall expire 160 days from the date signed.*****

We respectfully request the lender to forward written payoff information as promptly as possible.

Borrower/Owner:

(Signature & Date)

Borrower/Owner:

(Signature & Date)