

SELLER AND REALTOR INTAKE

PROPERTY: Owner Occupied Tenant Occupied Vacant (If there is a Lease Agreement, please email/fax to our firm.)

LISTING AGENT: _____ Phone: _____

Company Name: _____ Company Address: _____

Commission: _____ % Transaction Fee \$ _____ Email: _____

Commission to be paid in the form of: Check or Wire If wire, instructions must be on Company letterhead.

Is this Sale subject to FIRPTA Withholding? Yes No

SELLER #1: _____ Marital Status: S M D MALE FEMALE

U.S. Citizen: _____ Social Sec. Num./EIN: _____ Forwarding Address: _____

Email: _____ Phone: _____

SELLER #2: _____ Marital Status: S M D MALE FEMALE

U.S. Citizen: _____ Social Sec. Num./EIN: _____ Forwarding Address: _____

Email: _____ Phone: _____

1ST LENDER NAME: _____ Account #: _____

Phone Number: _____

2ND LENDER NAME: _____ Account#: _____

Phone Number: _____

HOA NAME: _____ **Management Co.:** _____

Phone: _____ Email: _____

MASTER ASSOCIATION: _____

Phone: _____ Email: _____

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Would you like KV National to prepare seller documents? Yes No

If No, please provide the following:

Name of Organization: _____ Phone#: _____

Contact Name: _____ E-Mail: _____

Please have **SELLER** provide any Lease Agreements, Trust Agreements, Death Certificates, Quit Claim Deeds or Articles of Incorporation and/ or Authorized Signor Proof. You may ALWAYS email OR call with any questions regarding any submissions you are unclear about. This form to be submitted with your sections filled out along with the **executed contract** and all addendums to: **Please send this form to Email: SOFLA@KVNational.com**