



SELLER AND AGENT INTAKE

Subject Property: Owner Occupied Tenant Occupied Vacant

Listing Agent Co. Name: _____ Company Address: _____

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

Is this Sale subject to FIRPTA Withholding (For Foreign Nationals)? Yes No

Seller #1: _____ Marital Status: Single Married Divorced

Forwarding/Mailing Address: _____ Phone: _____

Email: _____ SS/EIN#: _____

Seller #2: _____ Marital Status: Single Married Divorced

Address: _____ Phone: _____

Email Forwarding/Mailing Address: _____ SS/EIN#: _____

Trust Name: _____ Date of Trust: _____

Contact Person/Officer/Trustee's Name(s): _____

OPEN MORTGAGE(S) INFORMATION:

Lender Name: _____ Account #: _____ Phone: _____

Lender Name: _____ Account #: _____ Phone: _____

HOMEOWNER ASSOCIATION NAME:

Management Co.: _____ Phone: _____

Master Association Name: _____ Phone: _____

Attorney Representing Seller? Yes No -If No, Want PLS National to prepare seller documents for \$595? Yes No

Attorney Name: _____ **Phone:** _____ **Email:** _____

Please have **SELLER** provide picture identification, any **Lease Agreements, Trust Agreements, Death Certificates, QuitClaim Deeds or Articles of Incorporation** and/ or **Signor Authorization**. 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:

MIAMI-DADE COUNTY
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Miami, FL 33131
O: 305.702.5890 • F: 888.979.8243
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