



Seller's Information Form

Thank you for allowing Capstone Title to facilitate the sale of your property. We look forward to working with you. We are asking you for this information so that we can close your transaction quickly and efficiently. We need your Social Security number/s to order any loan payoff statements. **Per federal law, all of the information here within will be kept strictly confidential.**

Please circle the appropriate answers and fill in all of the blanks to the best of your ability. Call our offices, Colorado Springs at 719-228-1060 or Pueblo at 719-542- 2383, or contact your assigned escrow officer with questions.

Once completed please send to your escrow officer's email or title@capstonetitleco.com

PROPERTY ADDRESS: _____

DO YOU PAY DUES TO A HOMEOWNERS (HOA) OR CONDOMINIUM ASSOCIATION?

Association Name: _____

Phone Number: _____ Fax: _____

How much do you pay: \$ _____ How often: _____

WHERE DO YOU MAKE YOUR WATER/SEWER BILL PAYMENT TO?

Company Name: _____ Phone Number: _____

Average Amount Due: \$ _____ How often: _____

WILL YOU BE PRESENT FOR CLOSING? YES NO

WILL YOU BE USING A POWER OF ATTORNEY FOR CLOSING?

***YES NO** *If yes, please send us the Power of Attorney as soon as possible to review.

HOW DO YOU WANT TO RECEIVE YOUR PROCEEDS FROM THE SALE?

TITLE COMPANY CHECK (It will be mailed to the post-closing address above. It may take up to 7-10 business days to clear your account – No additional charge.)

CASHIER'S CHECK (a \$25.00 fee)

WIRE (please fill complete the information below and there is a \$25.00 fee)

Bank Name: _____ Account Name: _____

Account Number: _____ Bank Routing Number: _____

Borrower's Authorization

PROPERTY ADDRESS: _____

SELLER'S NAME (1): _____
Please provide exact name as printed on your driver's license

SELLER'S NAME (2): _____
Please provide exact name as printed on your driver's license

Social Security Number (1): _____ Social Security Number (2): _____

Phone: _____ Email: _____

FIRST MORTGAGE HOLDER:

Bank Name: _____

Loan Number: _____ Phone Number: _____

SECOND MORTGAGE HOLDER: (If applicable)

Bank Name: _____

Loan Number: _____ Phone Number: _____

To Whom It May Concern:

Capstone Title will be conducting a closing on the above-referenced property. As an authorized agent we are requesting a payoff on this loan good thru _____ with a per diem. We acknowledge any fees associated with this request.

If this loan is paid in full, please send us a zero balance payoff statement and/or the release of lien for this loan.

Please forward the payoff statement to either our title company fax, 719-228-1061 for Colorado Springs or 719-542-2384 for Pueblo, CO.

Please call our offices with any questions, Colorado Springs at 719-228-1060 or Pueblo at 719-542-2383. We appreciate your cooperation on this matter.

X _____ X _____

BORROWER

BORROWER

Thank you for your prompt response. We appreciate your business and look forward to serving you!

Capstone Title Co. – Colorado Springs
5555 Tech Center Drive, Suite 120
Colorado Springs, CO 80919

Capstone Title Co. – Pueblo
1320 Fortino Boulevard, Suite A
Pueblo, CO 81008