

## Seller/Buyer/Borrower Information Form

GF: \_\_\_\_\_

Fredericksburg Titles, Inc. ask that you please complete the section corresponding to your role, in order to help the closing run smoothly. Once completed, please E-Mail (carolynw@fredericksburgtitles.com), Fax (830-997-0193) or Drop Off (at 203 W. Austin St., Fredericksburg, TX) the completed form and requested copies. If you have questions, please call (830) 997-3852.

### Section 1- Seller

**Seller #1** \_\_\_\_\_  
(Name) (Social Security No.) (Phone Number)

**Seller #2** \_\_\_\_\_  
(Name) (Social Security No.) (Phone Number)

#### 1. Marital Status: On the date I acquired the Property, I was:

\_\_\_\_\_ Unmarried, and have remained unmarried to the present date.

\_\_\_\_\_ Unmarried, and on \_\_\_\_\_ was married to \_\_\_\_\_ and we remain married  
to the present date. (Date) (First & Last Name)

\_\_\_\_\_ Married to \_\_\_\_\_, but the marriage was terminated as a result of:  
(First & Last Name)

\_\_\_\_\_ death on \_\_\_\_\_. Will Probated in \_\_\_\_\_.  
(Date) (County Name)

\_\_\_\_\_ divorce on \_\_\_\_\_ and have remained unmarried to the  
present date. (Date)

\_\_\_\_\_ divorce on \_\_\_\_\_ and have remarried to \_\_\_\_\_.  
(Date) (First & Last Name)

\_\_\_\_\_ Married to \_\_\_\_\_, and we remain married to present date.  
(First & Last Name)

**Note: If spouse is deceased and Probate was not in Gillespie County then Fredericksburg Titles, Inc. will require a certified copy of the probate proceedings to be filed in Gillespie County. If Divorce was not in Gillespie County then Fredericksburg Titles Inc. will require a copy for examination and further requirements.**

#### 2. Will you, the Seller, be closing/signing at Fredericksburg Titles, Inc.?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If No, please provide address and telephone number where the signing will occur, so we may contact a mobile notary.

Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

**Note: Please also fill out the Closing Outside of Title Company Authorization Form**

#### 3. Will a Power of Attorney be used in this transaction?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide a copy as soon as possible for examination. The original or certified copy will need to be recorded at closing, and we will need to be able to contact the principal in the Power of Attorney the day of funding.

**Section 1- Seller Con't****4. Will a 1031 Exchange be used for this transaction?**☐ Yes ☐ No

If Yes, please provide contact information for the 1031 Exchange Company:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code**5. Is the property held in a Trust, Partnership, LLC, or any other type of corporation?**☐ Yes ☐ No

If Yes, please provide copies of Formation/Agreement Documents to Fredericksburg Titles, Inc. as soon as possible.

**6. Is this property subject to Homeowners dues?**☐ Yes ☐ No

If Yes, please provide contact information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**7. Are there any existing liens on the property?**☐ Yes ☐ NoIf Yes, please provide Current Lender contact information:

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

**By signing below, I authorize Fredericksburg Titles, Inc. to contact my Current Lender, and obtain payoff information on my behalf for the above referenced loan.**

**Seller #1** \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)**Seller #2** \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

**Note: All signing parties must bring a Valid (Unexpired) Identification (e.g. Drivers License, State ID Card, Military ID, or U.S. Passport) to Closing.**

**Section 2- Buyer**Buyer #1 \_\_\_\_\_  
(Name) (Phone Number)Buyer #2 \_\_\_\_\_  
(Name) (Phone Number)**1. Will you, the Buyer, be closing/signing at Fredericksburg Titles, Inc.?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If No, please provide address and telephone number where the signing will occur, so we may contact a mobile notary.

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**Note: Please also fill out the Closing Outside of Title Company Authorization Form****2. Will a Power of Attorney be used in this transaction?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide a copy as soon as possible for examination. The original or certified copy will need to be recorded at closing, and we will need to be able to contact the principal in the Power of Attorney the day of funding.

**3. Will a 1031 Exchange be used for this transaction?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide contact information for the 1031 Exchange Company:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

(City, State, Zip Code)

**4. Will the property be held in a Trust, Partnership, LLC, or any other type of corporation?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide copies of Formation/Agreement Documents to Fredericksburg Titles, Inc. as soon as possible.

**5. Will you be getting a loan on the property?**\_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Not Sure

If Yes, please provide Lender contact information:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Note: All signing parties must bring a Valid (Unexpired) Identification (e.g. Drivers License, State ID Card, Military ID, or U.S. Passport) to Closing.**

**Section 3- Borrower**

**Borrower #1** \_\_\_\_\_  
(Name) (Social Security No.) (Phone Number)

**Borrower #2** \_\_\_\_\_  
(Name) (Social Security No.) (Phone Number)

**1. Marital Status: On the date I acquired the Property, I was:**

\_\_\_\_\_ Unmarried, and have remained unmarried to the present date.

\_\_\_\_\_ Unmarried, and on \_\_\_\_\_ was married to \_\_\_\_\_ and we remain married  
to the present date. (Date) (First & Last Name)

\_\_\_\_\_ Married to \_\_\_\_\_, but the marriage was terminated as a result of:  
(First & Last Name)

\_\_\_\_\_ death on \_\_\_\_\_. Will Probated in \_\_\_\_\_.  
(Date) (County Name)

\_\_\_\_\_ divorce on \_\_\_\_\_ and have remained unmarried to the  
present date. (Date)

\_\_\_\_\_ divorce on \_\_\_\_\_ and have remarried to \_\_\_\_\_.  
(Date) (First & Last Name)

\_\_\_\_\_ Married to \_\_\_\_\_, and we remain married to present date.  
(First & Last Name)

**Note: If spouse is deceased and Probate was not in Gillespie County then Fredericksburg Titles, Inc. will require a certified copy of the probate proceedings to be filed in Gillespie County. If Divorce was not in Gillespie County then Fredericksburg Titles Inc. will require a copy for examination and further requirements.**

**2. Will you, the Borrower, be closing/signing at Fredericksburg Titles, Inc.?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If No, please provide address and telephone number where the signing will occur, so we may contact a mobile notary.

Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

**Note: Please also fill out the Closing Outside of Title Company Authorization Form**

**3. Will a Power of Attorney be used in this transaction?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide a copy as soon as possible for examination. The original or certified copy will need to be recorded at closing, and we will need to be able to contact the principal in the Power of Attorney the day of funding.

**Section 3- Borrower Con't**

**4. Is the property held in a Trust, Partnership, LLC, or any other type of corporation?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, please provide copies of Formation/Agreement Documents to Fredericksburg Titles, Inc. as soon as possible.

**5. Is this property subject to Homeowners Association dues?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, please provide contact information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**6. Are there any existing liens on the property?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, please provide Current Lender contact information:

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

**By signing below, I authorize Fredericksburg Titles, Inc. to contact my Current Lender, and obtain payoff information on my behalf for the above referenced loan.**

**Borrower #1** \_\_\_\_\_  
(Signature) (Date)

**Borrower #2** \_\_\_\_\_  
(Signature) (Date)

**Note: All signing parties must bring a Valid (Unexpired) Identification (e.g. Drivers License, State ID Card, Military ID, or U.S. Passport) to Closing.**

**Please E-Mail (carolynw@fredericksburgtitles.com), Fax (830-997-0193) or Drop Off (at 203 W. Austin St., Fredericksburg, TX) the completed form, and any requested copies.  
Thank You!**