



Seller Information
Please print clearly. This information is used to prepare documents.

Seller One

Seller Two

Social Security Number

Social Security Number

Marital Status

Marital Status

Relationship between sellers: Spouses Other (please describe) _____

Phone Number

Phone Number

Email Address

Email Address

Forwarding Address: _____

How would you like your proceeds:

- Company Check (no charge) Domestic Wire (\$45.00) Bank Check (\$50.00)

*If requesting a wire, please complete the attached wire out form

Will you be attending the closing? YES NO If no, and you plan to use an existing and current Power of Attorney, it must be reviewed by our Attorney for validity for this transaction. Our office may also be able to prepare one for you at an additional cost of \$100.00.

Is anyone on title currently incapacitated (dementia, Alzheimer’s, mentally disabled)? YES NO

Does each seller have a government-issued, unexpired photo ID to present at closing? YES NO

If the property is held in a Trust, please provide either a current Trustee Certificate or the first three pages of your Trust.

- Do you have a bank account in the name of the trust? YES NO
- Does the trust have its own Federal Tax ID Number? YES NO

MAINE PROPERTIES: If the property is located within the State of Maine, and you or any of the current owners are not Maine residents, a 2.5% withholding tax will be deducted from the sale proceeds and remitted to the State.

- Are all sellers currently Maine residents? YES NO
- If not, has an exemption from the withholding requirement been submitted? YES NO

Secure electronic copies of documents will be provided. If you prefer paper copies, please indicate here: _____



Property Information

Property Address _____

Is this your primary residence? YES NO

Is the property serviced by public water? YES NO; Public sewer? YES NO

Is the property a mobile home/manufactured housing? YES NO

Do tenants occupy any portion of this property? YES NO

Deed Preparation

PLEASE NOTE: Cornerstone Title, LLC is not a law firm and as such, may not be able to prepare the Deed in certain circumstances such as estate sales. If the property is being sold by the estate of a deceased individual, please note that it may be necessary to obtain the consent and signatures of all heirs. The estate's attorney should be contacted immediately to determine the identity of all necessary parties well in advance of closing.

Would you like us to prepare the deed? YES NO

If YES, please answer the following:

- Has there been a change in marital status or name change since purchasing the property? YES NO
- Is anyone named in the current deed deceased? YES NO

If yes, who? _____

- Has the description of the property been altered since the current deed was recorded? YES NO

If yes, please provide a survey with a new legal description.

If NO, please provide the name of the Attorney who will be preparing the deed:

Name: _____

Phone (____) _____ - _____ E-mail: _____

HOA/Condo Association Information

Is your property part of a Condominium Association or a Homeowner's Association? YES NO

If yes, please complete the following:

▪ Name of Association: _____

▪ Contact Person: _____

▪ Phone (____) _____ - _____ E-mail: _____

▪ Are your dues monthly, quarterly, or annually? _____

▪ What is the amount of your dues? _____ When are the dues paid through to? _____



CORNERSTONE TITLE, LLC
we close for you.

Wire Out Form

**Please confirm your wiring instructions with your bank before submitting this information.
Please note, the ABA Number may be different than the routing number found on your checks.**

RECEIVING BANK: _____

ADDRESS: _____ CITY: _____ STATE: _____

RECEIVING BANK ABA #: _____

ACCOUNT #: _____

NAME ON ACCOUNT: _____

ADDRESS: _____ CITY: _____ STATE: _____

SPECIAL INSTRUCTIONS: _____

Please return completed form to:

Cornerstone Title, LLC
1 Greenleaf Woods Suite 201
Portsmouth, NH 03801

Email: info@cornerstoneonline.net
Fax: (603) 766-8122
Phone: (603) 766-8121