

**\*\*\*Seller\*\*\***

* Fully filled out and Complete HomeStarr Transmittal
* Agreement of Sale- executed/signed by both parties
* Signed HomeStarr Business Disclosure
* Sellers Property Disclosure- signed by both parties
* Signed Authorization to Release Payoff forms for all liens/mortgages/HELOC - must include full account numbers and bank phone numbers
* Sellers Social Security numbers. Can use SSA form - marital status of all parties
* Trend Listing Sheet
* Trend Public Record Report
* **Any and all addendums post execution please send to closings@homestarrinc.com**

*Transmittal Form - SELLER*

**HomeStarr Agent**: Click or tap here to enter text.

**Address of Property:** Click or tap here to enter text.

Click or tap here to enter text.

**Tax ID#:** Click or tap here to enter text.

**Township:** Click or tap here to enter text.

**Condo or HOA Info-Name & Number** Click or tap here to enter text.

**Note for Listing Agent: If property is part of a Condo Association or Home Owners Association ReSale Certification Package is a part of the contract and needs to be ordered shortly after execution. Please provide Name of Association and contact information to HSR Closings Group to arrange the order of the required bylaws as well as the ReSale Cert.**

**Date of Execution:** Click or tap to enter a date.

**Settlement Date:**  Click or tap to enter a date.

**Sale Price:** $Click or tap here to enter text.

**Sellers Assist:** $Click or tap here to enter text.

**Deposit Monies**: 1st Deposit: $Click or tap here to enter text. Due Click or tap to enter a date.

2nd Deposit: $Click or tap here to enter text. Due Click or tap to enter a date.

**Escrow Agent**: Click or tap here to enter text.

**Title Company**: Click or tap here to enter text.

**Is HomeStarr ordering Seller’s Side Certifications:** YES NO

***\*If YES, we will send an email with the total costs of certifications for this property to the listing agent, the seller will then be required to forward that amount payable to HSR.***

**Estate - Executor Name:** Click or tap here to enter text.

**PHONE:** Click or tap here to enter text.

**\**If sale is for an ESTATE be prepared to provide estate information, name of executor/executrix, death certs, estate tax info, short certificate etc.***

**ATTORNEY NAME:** Click or tap here to enter text.

**PHONE:** Click or tap here to enter text.

**SELLERS**: NAME SELLER 1: Click or tap here to enter text.

SSNs -Seller: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

PHONE#: Click or tap here to enter text.

MARITAL STATUS: Click or tap here to enter text.

NAME SELLER 2:Click or tap here to enter text.

SSNs -Seller:Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

PHONE:Click or tap here to enter text.

MARITAL STATUS: Click or tap here to enter text.

**\**This is required by buyers title company for Patriot Act and Spousal Support verification, used to order payoffs/freeze Helocs.***

**Seller’s Mortgage Company Info** (1st Lien) Click or tap here to enter text.

Account Number: Click or tap here to enter text.

Contact Number for LienHolder: Click or tap here to enter text.

Mortgage Company Name (2nd lien if applicable) Click or tap here to enter text.

*\*Include all first lien and HELOCs*

Account Number: Click or tap here to enter text.

**Contact Number for 2nd LienHolder:** Click or tap here to enter text.

**\*\*Authorization to Release Payoff Form is required for all HELOC loans -Agent to provide with required paperwork**

**Co-Operating Agency Information**

Name: Click or tap here to enter text.

Brokerage: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone/Fax#s: Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Total Commission Due:**$ Click or tap here to enter text.

HomeStarr Realty Agency: $ Click or tap here to enter text.

Buyers Agency: Click or tap here to enter text. $Click or tap here to enter text.

Referral Fee % or flat fee amt: Click or tap here to enter text.% or $Click or tap here to enter text.

Sellers Conveyancing Fee: $Click or tap here to enter text.

\****Conveyancing Fee charged should match HSR Disclosure.***

*\*****Anticipated commissions are turned in to title companies for CD please provide****.*

Please provide any Notes Specific to this Deal that should be brought to the attention of HSR Closings Group that will better help us to assist with the handling of your deal:

Click or tap here to enter text.