



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: _____

Address of Property: _____

Tax ID#: _____

Township: _____

Condo or HOA Info-Name & Number _____

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: _____

Settlement Date: _____

Sale Price: \$ _____

Sellers Assist: \$ _____

Deposit Monies: 1st Deposit: \$ _____ Due _____

2nd Deposit: \$ _____ Due _____

Escrow Agent: _____

Title Company: _____

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: _____

PHONE: _____

**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: _____

PHONE: _____

SELLERS: NAME SELLER 1: _____

SSNs -Seller: _____

EMAIL: _____

PHONE#: _____

MARITAL STATUS: _____

NAME SELLER 2: _____

SSNs -Seller: _____

EMAIL: _____

PHONE: _____

MARITAL STATUS: _____

**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) _____

Account Number: _____

Contact Number for LienHolder: _____

Mortgage Company Name (2nd lien if applicable) _____

**Include all first lien and HELOCs*

Account Number: _____

Contact Number for 2nd LienHolder: _____

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

Co-Operating Agency Information

Name: _____

Brokerage: _____

Mailing Address: _____

Phone/Fax#s: _____

Email Address: _____

Total Commission Due: \$ _____

HomeStarr Realty Agency: \$ _____

Buyers Agency: _____ \$ _____

Referral Fee % or flat fee amt: _____ \$ _____

Sellers Conveyancing Fee: \$ _____

***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:
