

## SELLER AND REALTOR INTAKE

**PROPERTY:** ☐ Owner Occupied ☐ Tenant Occupied ☐ Vacant (If there is a Lease Agreement, please email/fax to our firm.)

**LISTING AGENT:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

Commission: \_\_\_\_\_ % Transaction Fee \$ \_\_\_\_\_ Email: \_\_\_\_\_

Commission to be paid in the form of: ☐ Check or ☐ Wire If wire, instructions must be on Company letterhead.

Is this Sale subject to FIRPTA Withholding? Yes ☐ No ☐

**SELLER #1:** \_\_\_\_\_ Marital Status: S ☐ M ☐ D ☐ MALE ☐ FEMALE ☐

U.S. Citizen: \_\_\_\_\_ Social Sec. Num./EIN: \_\_\_\_\_ Forwarding Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**SELLER #2:** \_\_\_\_\_ Marital Status: S ☐ M ☐ D ☐ MALE ☐ FEMALE ☐

U.S. Citizen: \_\_\_\_\_ Social Sec. Num./EIN: \_\_\_\_\_ Forwarding Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**1<sup>ST</sup> LENDER NAME:** \_\_\_\_\_ Account #: \_\_\_\_\_

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

**2<sup>ND</sup> LENDER NAME:** \_\_\_\_\_ Account#: \_\_\_\_\_

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

**HOA NAME:** \_\_\_\_\_ **Management Co.:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**MASTER ASSOCIATION:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Would you like KV National to prepare seller documents?** Yes No

If No, please provide the following:

**Name of Organization:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

Please have **SELLER** provide any Lease Agreements, Trust Agreements, Death Certificates, Quit Claim Deeds or Articles of Incorporation and/ or Authorized Signor Proof. You may ALWAYS email OR call with any questions regarding any submissions you are unclear about. This form to be submitted with your sections filled out along with the **executed contract** and all addendums to: **Please send this form to Email: [SOFLA@KVNational.com](mailto:SOFLA@KVNational.com)**