



PENINSULA SETTLEMENTS, LLC  
SELLER INFORMATION FORM

Client Name:

---

Property Address:

---

---

*PLEASE RETURN YOUR COMPLETED FORM TO:*

*PENINSULA SETTLEMENTS  
20 Courthouse Square  
Suite 213  
Rockville, Maryland 20850*

*FAX: (301) 444-4666*

**Authorization to Order Mortgage Payoff**

Please provide information regarding all mortgages secured by your property.

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

Name of Bank or Mortgage Company to be paid off is:

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

Phone #: \_\_\_\_\_

Address (Customer Service address not P.O. Box where you send monthly payments):

\_\_\_\_\_  
\_\_\_\_\_

Account #: \_\_\_\_\_

Name of Bank or Mortgage Company to be paid off is: **SECOND MORTGAGE** (if applicable)

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

Phone #: \_\_\_\_\_

Address (Customer Service address not P.O. Box where you send monthly payments):

\_\_\_\_\_  
\_\_\_\_\_

Account #: \_\_\_\_\_

Social Security Number(s)      \_\_\_\_\_      \_\_\_\_\_

Please release payoff information to Peninsula Settlements, LLC, Gaithersburg, MD 20878.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Seller

**HOA/CONDOMINIUM ASSOCIATION**

IF YOUR PROPERTY IS SUBJECT TO A HOA/CONDOMINIUM ASSOCIATION,  
PLEASE PROVIDE THE FOLLOWING INFORMATION, OTHERWISE CHECK THE  
N/A BOX BELOW:

\_\_\_\_\_ Not Applicable/Property not subject to HOA/Condo Association.

Name of Seller:

---

Name of HOA/Condominium Association:

---

Mailing Address:

---

Telephone Number:

---

Amount of Assessments/Payment Frequency (Monthly/Quarterly/Annually):

---

HOA Fees are Paid Through the Following Date:

---

Is your property subject to a private front foot benefit charge or private utility company charge? If so, please provide details and contact information.

---

WATER/SEWER INFORMATION

Water Service Provider: \_\_\_\_\_

Account No.: \_\_\_\_\_

Provider's Phone: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Sewer Service Provider: \_\_\_\_\_

Account No.: \_\_\_\_\_

Provider's Phone: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

If Property is in City of Rockville, does City provide water or refuse service?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

FINAL WATER/SEWER BILLS SHOULD BE SENT TO:

Peninsula Settlements  
20 Courthouse Square  
Suite 213  
Rockville, MD 20850  
(301) 444-4660

SELLER INFORMATION

---

RESIDENCY INFORMATION/MARYLAND WITHHOLDING TAX

[For Maryland properties] Is each Seller a resident of the State of Maryland?

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

If "No", which Sellers are not Maryland residents?

\_\_\_\_\_

Non-residents are subject to Maryland Withholding Tax. This tax is collected at closing. In 2011, the tax rate for individuals is 6.75% and for business entities 8.25%. The tax is based on the net proceeds received at closing. For more information, visit <http://individuals.marylandtaxes.com/estatetax/withholding.asp>.

FORWARDING ADDRESS INFORMATION (POST-SALE)

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

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

City/State/Zip: \_\_\_\_\_

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

SELLER(S)' SOCIAL SECURITY NUMBERS

Name/SSN: \_\_\_\_\_

Name/SSN: \_\_\_\_\_

Name/SSN: \_\_\_\_\_

RENT BACK

---

Will there be a rent back agreement? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", until when will you be renting back the property?

\_\_\_\_\_.

CLOSING CREDIT

---

Are you giving the Buyer(s) a closing credit? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", how much is the closing credit? \_\_\_\_\_.

U.S. WITHHOLDING TAXES

Are any of the sellers non-U.S. citizens, subject to tax withholding?

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

INVESTMENT PROPERTY

Was the property your principal residence? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, does the property have tenants? \_\_\_\_\_ Yes \_\_\_\_\_ No

WIRE REQUEST

Do you want your proceeds wired to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, a \$25.00 wire fee will be charged. We will also need to receive wiring instructions from you.*

CONTACT INFORMATION

Phone Numbers: (w) \_\_\_\_\_  
(c) \_\_\_\_\_  
(h) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

MISCELLANEOUS ISSUES

---

If there is anything you would like us to know in advance of the settlement, please use this space:

---

---

---

---

---

---

---

---

---

---