



**SELLER DEED PREP  
QUESTIONNAIRE**

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

Please complete this questionnaire and return it as soon as possible to **ME Title** [info@metitle.net](mailto:info@metitle.net)

1. **SELLER 1 NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
Marital Status \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Phone Nos.: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Future Mailing Address: \_\_\_\_\_  
MAINE RESIDENT **YES/NO** If no 2.5% withholding may apply

**SELLER 2 NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
Marital Status \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Phone Nos.: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Future Mailing Address: \_\_\_\_\_  
MAINE RESIDENT **YES/NO** If no 2.5% withholding may apply

\*IF ADDITIONAL SELLERS, PLEASE FILL OUT ADDITIONAL COPIES.

2. For **PERSONAL REPRESENTATIVES** and **EXECUTORS**: The state of Maine requires that all successors in interest are notified 10 days before a sale of property, unless such notice is waived in the will. Did the deceased waive such notice in their will?  
Yes, notice was waived  
No, notice was not waived and I will notify the successors in interest
3. For **LLCs & CORPORATIONS**: Please provide us with a copy of the Articles of Incorporation or Organization as soon as possible.
4. For **OUT OF STATE SELLERS**: If you want to apply for exemption/reduction of the aforementioned 2.5% withholding, please indicate so here and include a copy of your closing statement from when you purchased the property.  
Yes, I want ME Title to assist me with apply for reduction/exemption of the withholding  
No, I do not want ME Title to assist me with the application, I will pay the 2.5% tax at closing  
No, I do want ME Title to assist me, I plan to apply on my own and I understand that if I do not provide ME Title (or the buyers title company) with my findings letter before the closing I will be responsible for the withholding
5. For **TRUSTS**: Please provide us with a copy of your Trust or Certificate of Trust



**AUTHORIZATION TO RELEASE INFORMATION**

To receive payoff figures, ME Title must be in receipt of the mortgagors' consent form listing each lender holding a mortgage secured by the above-referenced property address. Please be sure to list the addresses to which you currently make your payments.

1. Lender Name: \_\_\_\_\_  
Lender Address: \_\_\_\_\_  
Lender Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Type of Loan: \_\_\_\_\_ (Conventional, FHA, VA, Home Equity, Commercial)
  
2. Lender Name: \_\_\_\_\_  
Lender Address: \_\_\_\_\_  
Lender Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Type of Loan: \_\_\_\_\_ (Conventional, FHA, VA, Home Equity, Commercial)

I/We hereby authorize and consent the above-named Lender(s) to release information to ME Title regarding payoff figures for the above-referenced account(s) and for real estate tax and homeowners insurance information and understand that I/we may withdraw such authorization and consent at any time by notifying said institution in writing.

DATED: \_\_\_\_\_

**SELLER 1:**

Signature: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

**SELLER 2:**

Signature: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Please complete this questionnaire and return it as soon as possible by email to [INFO@METITLE.NET](mailto:INFO@METITLE.NET) or uploaded to our secure Dropbox link: <https://www.dropbox.com/request/oXKDK0YjHlbG6xEXijjX>