

### SELLER PRE-CLOSING INFORMATION

Please provide the following information as soon as possible to  
Mimbres Valley Abstract and Title Co.

920 S. Diamond, Deming, NM 88030

Office 575-546-8896 Fax 575-546-9697 Email: [mvat@qwestoffice.net](mailto:mvat@qwestoffice.net)

**Seller Legal Name(s)**

1.)

2.)

**Primary contact phone number, email and physical mailing address(es)**

**Phone Number:**

**Email Address:**

**Physical Mailing Address:**

**Seller Social Security or Taxpayer ID number(s):** 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

**Seller Marital Status:**

- ☐ Married-both husband and wife shown above as "Seller"
- ☐ Married Spouse not shown on title- spouse's name: \_\_\_\_\_
- ☐ Single (if more than one seller, specify for each) 1.) \_\_\_\_\_ 2.) \_\_\_\_\_
- ☐ Single when acquired property and have remained single
- ☐ Married when acquired property-marriage ended in divorce on or about \_\_\_\_\_,  
filed in \_\_\_\_\_ County and \_\_\_\_\_ State. (Note: Copy of divorce  
decree may be required for examination and possible title requirements.)
- ☐ Married when acquired property-marriage ended in death of spouse on or about \_\_\_\_\_.
- ☐ Spouse did not leave a will or the will was not probated. (Note: Please contact  
title company to provide additional information.)
- ☐ Spouse left a will which was probated in \_\_\_\_\_ County and \_\_\_\_\_ State.  
(Note: Copy of probate may be required for examination and possible title requirements.)
- ☐ None of the above marital statements describes my/our marital status. (Note: Please  
contact title company to provide additional information.)

If this property in an **Entity** (Corporation , LLC, Partnership, etc), **Trust** or using a **Power of Attorney** please provide a copy of the supporting documentation a minimum of 7 days prior to closing. (For an Entity: please provide the articles of organization and resolution authorizing the purchase and designating a signor for the transaction. For trusts: we must see the page that references the trust name, trustee(s)/sucessor trustee(s), powers of the trust, and signature page to start. For a Power of Attorney: we need to see a copy of the executed/notarized document and confirmation the original is in your possession.)

**Does this transaction involve a mobile home/manufactured housing unit?** ☐ Yes ☐ No

(If you answered yes to the above question please provide a copy of the title to our office.)

**Do you have the original mobile title in your possession?** ☐ Yes, (bring/mail at closing) ☐ No (an original will be needed to proceed to closing, contact Department of Motor Vehicle to request a duplicate)

**Please acknowledge if you will be/need:**

- ☐ present for closing (closing will be held in our office at the above mentioned address)
- ☐ your closing package emailed to you using the above provided address or the following (if this is a Real Estate Contract/Owner Finance email is not an option):  
\_\_\_\_\_
- ☐ to have your closing package sent to you via overnight mail to you at the address provided above (must be a physical address, NO P.O. Boxes) or the following address:  
\_\_\_\_\_

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I, \_\_\_\_\_, authorize the below financial institution/ lender/lien holder to release information to Mimbres Valley Abstract and Title Company.

**Existing Loan(s) on the Property-(so that we may order Loan Payoff Information):**

<b>Lender Name:</b>	
<b>Address (including city, state, ZIP):</b>	
<b>Loan Number:</b>	
<b>Customer Service Phone Number:</b>	

**Existing Loan(s) on the Property-(so that we may order Loan Payoff Information):**

<b>Lender Name:</b>	
<b>Address (including city, state, ZIP):</b>	
<b>Loan Number:</b>	
<b>Customer Service Phone Number:</b>	

Please sign below authorizing your mortgage company(ies) to release payoff information to us.

\_\_\_\_\_  
Seller/Owner

\_\_\_\_\_  
Seller/Owner