



Jill B. Brakeman

Attorney • Collaborative Divorce Counselor

Law Office & Mediation Center

174 West Street • Suite 211

Litchfield, CT 06759

(860) 567-3404 • www.brakemanmediation.com

SALE

Client Data Sheet to be filled in and returned to our office.

Property: _____ Date: _____

CLIENT:

Client #1: _____ SS# _____

Client #2 _____ SS# _____

Street: _____

Box: _____

Town/State/Zip: _____

SALE PRICE: _____

CONTACTS: Home: _____ Best Time & Place to reach you: _____

Work: _____

Cell: _____

E-Mail: _____

REALTOR:

Company: _____

Agent's Name: _____ Office: _____

Street: _____ Cell: _____

Box: _____ Fax: _____

Town/ST/Zip: _____ E-Mail: _____

COMMISSION DUE

Percent: _____

Amount: \$ _____

Buyer Broker Fee: _____ (If Applicable)

FORWARDING ADDRESS

Street: _____

Box: _____

Town/ST/Zip: _____

PLEASE COMPLETE THE INFORMATION BELOW FOR ALL DEBTS TO BE PAID OFF AT CLOSING

Type	Creditor Name and Address	Account Number	Phone/Fax	Payoff Estimate
Mortgage				
HELOC Home Equity Line				
Other ie: credit card				
Other				
Other				
Other				

****Important Information Needed for the mortgage/credit card payoffs.**

What will be the last date you make your mortgage/credit card payment before the closing?

Month _____ Day _____

Please list other dates for any additional payoffs.

Month _____ Day _____

Month _____ Day _____

Month _____ Day _____

PLEASE CIRCLE THE FOLLOWING INFORMATION:

Heating System on Property: Fuel Oil Electric Natural Gas Other _____

Water System: City Water Well Water

Sewage System: City Sewer Septic System

COMMENTS OR ISSUES TO BE NOTED:



Jill B. Brakeman

Attorney • Collaborative Divorce Counselor

Law Office & Mediation Center

174 West Street • Suite 211

Litchfield, CT 06759

(860) 567-3404 • www.brakemanmediation.com

Jill B. Brakeman

Legal Assistants:
Amie L. Olmstead
Pamela Styers
Allison Boender

AUTHORIZATION TO RELEASE INFORMATION

Date:

Name:

Address:

To Whom It May Concern:

“You are hereby authorized to release any and all information as may be requested by my attorney, namely Jill B. Brakeman, or her staff, as it pertains to my credit or mortgage loan account with you.

Thank you for your time and attention to this matter.

Sincerely yours,
