

THE SOUTH LAW FIRM

NORTHAMPTON BUILDING

3725 NATIONAL DRIVE/SUITE 100

RALEIGH, NC 27612

TELEPHONE (919) 881-4168 / FAX (919) 881-4166

Listing Agent Information Form

Property Address: _____

Seller's full Name(s): _____ Married/Unmarried/Separated (circle one)

Married/Unmarried/Separated (circle one)

Social Security #(s): _____

New Address: _____

Phone #: _____

Would you like our office to prepare the Seller Documents? Yes / No (circle one)

If not, please provide the name, contact information and fees for the attorney preparing the seller docs: _____

What is the total commission percentage? _____

How is it split? Listing _____% Selling _____%

Will the earnest money be brought to closing / retained by the real estate company (circle one)

Is the property in a Homeowners' Association? YES / NO (circle one)

****WE WILL NEED HOA INFORMATION NO LATER THAN 15 DAYS PRIOR TO CLOSING****

Management Company: _____ Phone # _____

Loans to be paid off at closing:

1st Lender: _____

Loan # _____ Phone # _____

2nd Lender: _____

Loan # _____ Phone # _____

Will the sellers be attending the closing? YES / NO (circle one)

If not, please provide either an overnight address or e-mail where we may send the closing documents for signatures: _____

Please provide any additional information we will need to prepare for closing below:

****If sellers would like their funds wired, wire instructions must be hand delivered by either the seller or Listing Agent due to the increase of wire fraud (phone or emailed wire instructions will not be accepted)****

PLEASE EMAIL or FAX THIS FORM COMPLETED AND ALL INVOICES TO BE PAID AT CLOSING TO: 919-881-4166 (fax) / celeste@southlawfirm.com

THANK YOU FOR YOUR HELP!