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Information Sheet for Listing Agent

For Internal Use Only	
Buyer(s) names: _____	
File # _____	Date: _____
Confirmed Closing Date & Time: _____	

To: _____ Fax #: _____

Agent Email Address: _____

Seller's Name: _____

Closing Date & Time: If a closing date/time is not already listed in the above internal box, please call our office to schedule or confirm.

Property Address: _____

Home Phone: _____ His#: _____ Her#: _____

Seller's Email Address: _____

Social Security Numbers: His#: _____ Her#: _____

Federal I.D. Number: _____

Seller's Forwarding Address: _____

Commission Total: _____ Split: _____

Home Owner's Dues: Amount: _____ Contact: _____ Phone #: _____

Are we preparing the deed and lien waiver? (Yes/No) _____

If no, who is? _____ Cost? _____

Are sellers coming to closing? (Yes/No) _____

If no, how are sellers signing deeds/documents? _____

Payoff Information

1st Payoff: _____

Loan #: _____ Telephone#: _____

2nd Payoff: _____

Loan #: _____ Telephone#: _____

Additional Seller Charges:

1. _____

2. _____

Can you provide a copy of the Restrictive Covenants? _____

Prior Title Insurance Company: _____

If sellers are unable to attend the closing, please advise our office where to send the deed for signatures, or call our office to schedule a signature appointment prior to closing. An agent will need to be present if sellers are unable to attend the closing.