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Information Sheet for Selling Agent

For Internal Use Only File # Faxed to: Date:

To: _____ Fax #: _____

Agent Email Address: _____

Buyer's Name: _____

Closing Date & Time: _____

Listing Agent Name: _____ Number: _____

Agent's Email Address: _____

Property Address: _____

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

Buyer's Email Address: _____

Are buyers attending closing? Yes _____ No _____

Your Commission: _____

New Lender's Name: _____

Contact Person: _____ Phone #: _____

Home Owners Insurance Company Name: _____

Agent: _____ Phone #: _____

Termite Report: Company: _____ Phone #: _____

Cost: _____ (Please fax copy of report and bring original to closing)

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

Phone #: _____

Please fax contract with completed Information Sheet

Survey: Yes _____ No _____, If no, will an affidavit be used? _____

* If using an affidavit, seller must provide a copy and agree to sign the survey affidavit that no changes have been made to the property since survey was completed.

* Our office will order the survey but we must do so in a timely manner to insure that it will be available at closing. Please discuss this matter with your client and notify our office as soon as possible.

Please inform buyer(s) to bring picture ID for Notary purposes. All checks brought to closing must be certified funds made out to: Stevens & Hand, Trust Account.