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## LISTING AGENT INFORMATION SHEET

### GENERAL INFORMATION

To:		Email:	
Seller's Name(s):			
Closing Date:		Closing Time:	
Property Address:			
Seller's Email Address:		Home Phone:	
His Cell Phone:		Her Cell Phone:	
Social Security #	His #:	Her #:	
Federal I.D. #:			
Seller's Forwarding Address:			
Commission Total:		Split:	
Home Owner's Assoc/Management Co:			
Phone:	Webpage:	Amount:	
Are we preparing the deed & lien waiver? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, who is?		Cost?	
Are sellers coming to closing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, when are they coming to sign documents?			
Prior Title Insurance Company:			
<i>*Please forward prior Title Insurance Policy if available</i>			

### PAYOFF INFORMATION

1 <sup>st</sup> Payoff (lender name):			
Loan #:		Telephone:	
2 <sup>nd</sup> Payoff (lender name):			
Loan #:		Telephone:	

### ADDITIONAL SELLER CHARGES

1	
2	

*Daniels Hand Law reserves the right to bill for services rendered.  
 In most cases payment shall be deferred until date of closing or termination of contract.*