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## SELLING AGENT INFORMATION SHEET

### GENERAL INFORMATION

To:		Agent's Email:	
Buyer's Name(s):			
Buyer Email:	His:	Hers:	
Home Phone:			
His Cell Phone:		Her Cell Phone:	
Closing Date:		Closing Time:	
Property Address:			
Listing Agent:		Contact:	
Are buyers attending closing?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Selling Agent's Commission:			
New Lender's Name:		Contact Name:	
Lender Contact Phone:		Email:	
Home Owner's Insurance Co. Name:			
Agent's Name:		Phone:	
Termite Inspection Co:		Phone:	
Cost:	<i>Please email report to <a href="mailto:info@danielshandlaw.com">info@danielshandlaw.com</a> &amp; bring original to closing</i>		
Home Owner's Assoc/Management Co:			
Phone #		Webpage:	Amount:
Survey:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, will an affidavit be used?	

***(Our office will order the survey but we must do it in a timely manner to insure that it will be available for due diligence/closing. Please discuss this matter with your client & notify our office as soon as possible.)***

### REMINDERS

- All Buyers must bring picture ID for Notary purposes.
- All checks must be certified, made payable to "Kara Daniels Hand, Attorney at Law."

*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.*