



DANIELS HAND LAW

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:				Website:				Amount:		
Are we preparing the deed & lien waiver?				Yes		No				
If no, who is?							Cost?			
Are sellers coming to closing?		Yes		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 st Payoff (lender name):										
Loan #:						Telephone:				
2 nd 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.*