



DANIELS HAND LAW

SELLING AGENT INFORMATION SHEET

GENERAL INFORMATION

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

ADDITIONAL SELLER CHARGES

1	
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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.