

Roper & Taylor, P.A. Attorneys at Law

5660 Six Forks Road, Suite 104, Raleigh, NC 27609 / (919) 847-1228 (Office) / (919) 847-1280 (Fax)

LISTING AGENT INFORMATION SHEET

To help ensure a timely closing for all parties involved, please complete **IN FULL** this form and return it to us via e-mail to packages@roperlaw.net or fax it to 919-847-1280 as soon as possible.

LISTING AGENT: _____

BUYER(S) LEGAL NAME: _____

SELLER(S) LEGAL NAME: _____

PROPERTY ADDRESS: _____ **Closing Date/Time:** _____

Prior Title Insurance Policy is with: _____

Submit A.S.A.P! You may send the policy or prior HUD to packages@roperlaw.net or fax it to (919) 847-1280

Commission Split: % to LISTING Company _____ % to SELLING Company _____

BUYER'S AGENT NAME: _____ Phone: _____ Fax: _____

Is there a processing/transaction or Doc fee? Yes No If Yes, how much? _____

Homeowner's Association/Management Co. _____ Phone/Fax: _____

Seller's 1st Mortgage Lender's Name: _____

Loan/Account # _____ Phone # _____

Seller's 2nd Mortgage or EQUITY LINE Lender's Name: _____

Loan/Account # _____ Phone # _____

Seller(s) SS#: Seller #1: _____ Seller #2: _____

Seller(s) Marital Status: Single, Married, Divorced, Separated, Widow/Widower, Unknown

Seller(s) Forwarding Address (for 1099 purposes) _____

Would you like us to prepare the **Deed & Lien Waiver (\$150.00)**? Yes No

If NO, who will prepare it? _____ Phone Number: _____

Will the Seller(s) be at closing? Yes No **If the Seller is married their spouse is required to sign the Deed in order to convey marital rights. PLEASE NOTE: If the Seller will not be at closing, please contact the Paralegal assigned to your File to make arrangements for the Seller to sign the Deed & LW.**

Will **Home Warranty** be provided by Seller? Yes No Company Name: _____ \$ _____

Miscellaneous Charges: _____

Are there any Seller Paid Closing Costs? Yes No Amount: \$ _____

E-MAIL ADDRESS to send Closing Disclosure/Hud-1: _____

NOTE: FAILURE TO COMPLETE IN A TIMELY MANNER MAY DELAY YOUR CLOSING!

PLEASE NOTE: Overnight/Wire Fee is \$35.00 per payoff, and a \$35.00 Mortgage Cancellation fee.