

# Roper & Associates, P.A.

5660 Six Forks Road, Suite 104, Raleigh, NC 27609 / (919) 847-1228 (Office) / (919) 845-1043 (Fax)

## LISTING AGENT INFORMATION SHEET

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

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](mailto:packages@roperlaw.net) or fax it to 919-845-1043 as soon as possible.

#### LISTING AGENT:

SELLER(S) LEGAL NAME:

SELLER(S) PHONE NUMBER:

PROPERTY ADDRESS:

Is this the Seller's Primary Residence?  Yes  No

BUYER(S) LEGAL NAME:

BUYER'S AGENT NAME:            Email:            Phone:

Closing Date:

IS THIS A MANUFACTURED HOME?  Yes  No

Prior Title Insurance Policy is with: \_\_\_\_\_

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

Commission Split:    % to LISTING Company \_\_\_\_\_ % to SELLING Company \_\_\_\_\_

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

Homeowner's Association Management Company Name \_\_\_\_\_ Phone:

\_\_\_\_\_ Fax: \_\_\_\_\_

Seller's 1<sup>st</sup> Mortgage Lender's Name: \_\_\_\_\_ Loan/Account# \_\_\_\_\_

Phone # \_\_\_\_\_

Seller's 2<sup>nd</sup> 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

Spouse Name if not shown above: \_\_\_\_\_

Seller(s) Forwarding Address (for 1099 purposes) \_\_\_\_\_

Would you like us to prepare the **Deed & Lien Waiver (\$200.00)**?  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 our office to make arrangements for the Seller to sign the Deed & LW. If the seller will not be at closing the LISTING AGENT will need to be present to sign the CD and ALTA for the Seller.**

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: \_\_\_\_\_

**PLEASE NOTE:** Our Deed & LW Prep Fee is \$200.00, our Overnight/Wire Fee is \$45.00 per payoff, and we charge a \$50.00 Mortgage Cancellation fee.

**IF NEW CONSTRUCTION please provide CO & Soil Treatment. Also let us know if the Builder is getting his own Lien Waivers for potential claimants at NC Liens.com.**