

# The Roper Law Firm, 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 [mary@roperlaw.net](mailto:mary@roperlaw.net) or fax it to 919-845-1043 as soon as possible.

**LISTING AGENT:**

**SELLER(S) LEGAL NAME:**

Please Note: If the Seller is an LLC, a copy of their Operating Agreement will need to be sent to our office for review,

**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:** \_\_\_\_\_ 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) Social Security#:** 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 (\$250.00)**?  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 \$250.00, 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](http://NCLiens.com).