

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 packages@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 ***IF YES, PLEASE CONTACT OUR OFFICE IMMEDIATELY. OUR OFFICE DOES NOT CONDUCT CLOSINGS ON MANUFACTURED HOMES.***

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 _____

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

Homeowner's Association Management Company: _____ 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) 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 (\$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](http://NCLiens.com).