

**LISTING AGENT FILLABLE FORM**

TO:

FROM:

DATE:

RE:

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**To ensure an efficient and professional closing for all parties involved, please complete IN FULL this form and return it to us via e-mail at [docs@WesternWakeLawGroup.com](mailto:docs@WesternWakeLawGroup.com). Once this form is returned to us, NO verbal changes are allowed. Any changes to be made must be done in writing via e-mail or e-fax. Please bring a business card to closing. Thank you.**

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**Seller(s) Full Legal Name:** (include a non-title vested spouse, if applicable; if seller is a business entity skip next two lines)

His Current Marital Status: Married: Separated: Divorced: Single: Widow(er):

Her Current Marital Status: Married: Separated: Divorced: Single: Widow(er):

His SSN: Her SSN: Tax ID #: (only if seller is a business entity)

Telephone: (H) (W) (C)

Seller(s) New Address (or Business's mailing address): New Phone #:

Will BLF be preparing the Deed?: Yes: No: If no, then who?:

Will Seller(s) attend closing?: Yes: Seller(s) will come in and sign Deed prior to closing

If no, then who will sign HUD on their behalf?: Deed should be Fed-Ex to Seller(s) before closing

How will the Seller(s) receive their proceeds check?: Mail Pickup Wire Transfer Fed-Ex

Commission rate: % Split: (Listing) (Selling)

Prior Title policy?: Yes: No: If yes; which title company & contact #?: Policy #:

HOA?: Yes: No: If yes; how many HOA?(e.g. master and sub. assoc., etc.):

Which HOA management compan(ies)?: Phone number(s):

Payoff Info: 1<sup>st</sup> mortg. co: Loan #: Phone: (as it appears on statement)

2<sup>nd</sup> mortg. co: Loan #: Phone: (as it appears on statement)

Closing Scheduled For: at: Special Instructions:

**Pursuant to the N.C.G.S., notify your client(s) if seller(s) is/are married, spouse must sign Deed, etc.**