

Listing Realtor/Seller Checklist

—REALTOR—

Listing Realtor: _____ Realty Company: _____
 Selling Realtor: _____ Realty Company: _____

—PROPERTY ADDRESS—

Property Address: _____
 Property City, State, and ZIP: _____

—BUYERS—

Name: _____ Name: _____

Closing Date: _____
Will Buyers be present for closing? Yes No *If not, send documents to:*

_____ Telephone Number _____
Federal Express Street Address

_____ Buyers Lender: _____
Federal Express City, State, ZIP

—SALE PRICE—

Sale Price: _____ X Brokerage Fee @ _____ % = \$ _____

Brokerage Fee Due _____ % (Listing) = \$ _____

Brokerage Fee Due _____ % (Selling) = \$ _____

Earnest Money held in Listing Agency Trust Account = \$ _____

—SELLERS—

Name _____ Name _____

Address _____ Address _____

City, State, ZIP _____ City, State, ZIP _____

Social Security Number _____ Social Security Number _____

Home Phone Number _____ Home Phone Number _____

Work Phone Number _____ Work Phone Number _____

Marital Status: Married Unmarried Marital Status: Married Unmarried

Spouse name if different than above: _____

Will Sellers be present for closing? Yes No *If not, send documents to:*

_____ *Federal Express Address*

_____ *Sellers Forwarding Address*

Seller's Mortgage at: _____ Account # _____

Address: _____ Telephone # _____

Fax # _____

Yes No Any other Mortgages (If Yes, please list on separate page)

Yes No Abstract (If Yes, please deliver to Lender or Title Company)

Yes No Previous Title Insurance Policy (Please complete information below)

Name of T.I. Company: _____

Amount of Coverage \$ _____

Date of Previous T.I. _____

Title Policy No. _____

Yes No Home Protection Plan \$ _____

Premium Payable to: _____

The information provided by:

_____ Telephone Number _____