



Bowlin Law Offices
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LISTING/SELLER'S AGENT WORKSHEET

CLOSING DATE

TIME

Agency Company

Agency Address

City

State

Zip

Agent Name

Agent Office Phone

Agent Office Fax

Agent Mobile Phone

Agent Email

Total Commission %

Listing Agency %

Buyers' Agent %

Builder Marketing Fee

Agency Doc Prep Fee

Seller 1 Name

Seller 1 SSN

Seller 1 Cell Phone

Seller 1 email

Seller 1 Work Phone

Seller 1 Home Phone

Seller 2 Name

Seller 2 SSN

Seller 2 Cell Phone

Seller 2 email

Seller 2 Work Phone

Seller 2 Home Phone

Sellers Forwarding Address:

City

State

Zip

1st Mortgage Holder

1st Mortgage Account Number

1st Mortgage Phone Number

2nd Mortgage Holder

2nd Mortgage Account Number

2nd Mortgage Phone Number

Are there Homeowners Dues?

Homeowner's Association Name

HOA Phone Number

PLEASE CHECK ALL THAT APPLY

Sellers (s) to pay closing costs in the amount of

Bowlin Law Offices to Prepare Deed & Lien Waiver

Sellers to provide Deed & Lien Waiver

Preparer

Prepare Fee

Sellers to provide HOW Warranty to buyers

Policy Premium Amount:

HOW Company

Address

City

State

Zip

Sellers will close with Power of Attorney prepared by Bowlin Law Offices.

Notes

*****Please note the following:***

- ***We require the Buyers loan package at least 2 days prior to closing. Failure to receive the package in a timely manner will result in rescheduling of closing.***
- ***All Hud listed fees & items must be given to this office no later than 4 days prior to closing. Failure to supply such fees & items will result in the items being handled by all parties outside of closing.***
- ***All repair work (if necessary) must be completed and accepted by all parties no later than 4 days prior to closing. Repair fees must be provided to this office asap.***
- ***All parties must attend the closing unless other arrangements are made and approved by this office no later than 4 days prior to closing.***
- ***We do not "escrow" any funds for any reason. All funds must be dispersed at closing.***
- ***Any Funds to close must be in the form of a Bank Check or Certified Check payable to: "Bowlin Law Offices Trust Account"***
- ***Please fax copy of Purchase Contract to (919) 954-9378***