CHANDLER & SCHIFFMAN, P.A.

ATTORNEYS AND COUNSELLORS AT LAW

620 GREEN VALLEY ROAD, SUITE 200

GREENSBORO, NORTH CAROLINA 27408

[WWW.CHANDLERANDSCHIFFMAN.COM](http://WWW.CHANDLERANDSCHIFFMAN.COM)

Michael R. Chandler, Esq. Telephone: (336) 274-4455 Adelia T. Schiffman, Esq. Facsimile: (336) 274-1113

ashley l. campbell, esq.

cameron E. johannesen

**Date: 4/15/20**

**To:**

**From: Chandler & Schiffman, P.A.**

**Re:**

 **LISTING AGENT SHEET**

**\*\*\*NON-PRIVATE INFORMATION\*\*\***

**In order to ensure an expedient closing, please provide the following information with all invoices and return immediately. Thank you for your assistance!**

**IF THIS IS NEW CONSTRUCTION, PLEASE HAVE BUILDER FAX COPIES OF SOIL TREATMENT AND C.O.**

New Construction \_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_ Existing \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## MISCELLANEOUS BILLS

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid/Collect at Closing

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid/Collect at Closing

**HOME WARRANTY:** (if applicable)

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Paid/Collect at Closing

Is seller attending closing? **YES**  **NO** Do we prepare Deed? **YES NO**

**\*\*\*NOTE: If Seller isn’t attending closing OR is signing early, a POA is REQUIRED!\*\*\***

**\*\*\*The fee for preparing this document is $100.00\*\*\***

**Name of POA: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*\*If Seller is not attending closing when is deed needed by? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMISSION SPLIT: Selling Realtor \_\_\_\_\_\_\_\_\_\_ Listing Realtor \_\_\_\_\_\_\_\_\_\_**

 **Will Earnest Money be deducted from commission check? YES NO**

 **\*\*\*\*\*\*HELD BY: LISTING AGENT / SELLING AGENT**

**WHO MANAGES HOMEOWNER’S ASSOCIATION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*DUE TO TIME SENSITIVITY OF INFORMATION AND LENDER DISCLOSER REQUIREMENTS ALL HOA**

**INFORMATION WILL BE ORDERED AS “RUSH”. SELLER IS RESPONSIBLE FOR ALL FEES CHARGED BY MANAGEMENT COMPANY INCLUDING “RUSH” ORDER FEES.\*\*\***

**SELLER’S EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SELLER’S PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*PLEASE RETURN THIS FORM BY EMAIL TO RECEP@CHANDLERANDSCHIFFMAN.COM**

**OR BY FAX TO 336-274-7030\*\*\***