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Greenville Office
9 Buena Vista Way, Suite B
Greenville, SC 29615

LISTING AGENT FORM

Agent Name: _____

Agency Name: _____

Agency Address: _____

Office Phone: _____

Agent's Cell Phone: _____

Agent LIC #: _____

Agency LIC #: _____

Who is holding the Earnest Money? _____

Amount of Earnest Money: \$_____

If Escrow Agent is a third party, please provide the following:

Third Party Name: _____

Contact Information: _____

Please provide Seller(s) Contact Information:

Current Address: _____

Phone Number: _____

Email Address: _____

For any Mortgage or Equity Line Payoffs, please provide the following:

1st: Name of Lender: _____ Account Number: _____

Social Security # of Primary Account Holder: _____

2nd: Name of Lender: _____ Account Number: _____

Social Security # of Primary Account Holder: _____

Is the property in a Trust? Yes No

If yes, please provide a copy of the Trust or Memorandum of Trust to our firm ASAP.

Is the property owned by a Corporation, LLC, etc.? Yes No

If yes, please email or fax a copy of all formation documents or corporate authorization documents for the individual signing on behalf of the corporation/ LLC as soon as possible.

Does the property have HOA regime fees? Yes No

If yes, please provide the management company name: _____

Phone Number: _____ Amount Paid: _____

How often are regime fees paid? (ex: Monthly): _____

