

116 E Earle St.  
Anderson, SC 29621  
(864) 332-0881 Phone  
(864) 332-0882 Fax  
anderson@wlhawkinslawfirm.com

## Wendell L. Hawkins, PA

Attorneys at Law



Wendell L. Hawkins, P.A.  
Attorneys at Law

103-C Regency Commons Dr  
Greer, SC 29650  
(864) 848-9370 Phone  
(864) 848-9759 Fax  
greenville@wlhawkinslawfirm.com

Susan R. Shipman, Esq.

Wendell L. Hawkins, Esq.  
Aimée V. Leary, Esq.

### **LISTING AGENT FORM** **\*\*Wire REQUIRED for \$1000 or more\*\***

Property Address: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Seller's **Forwarding** Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Is the property in a Trust?: YES \_\_\_\_\_ NO \_\_\_\_\_ (Check one)

**\*\*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 \_\_\_\_\_ (Check one)

**\*\*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 ASAP.**

Agent Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_  
\_\_\_\_\_

Agent's Cell Phone: \_\_\_\_\_ Office phone: \_\_\_\_\_

Agent's 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: \_\_\_\_\_

### **URGENT: For ANY Mortgage or Equity Line Payoffs, please provide the following:**

1st: Name of Lender: \_\_\_\_\_ Account #: \_\_\_\_\_

Name/Social Security # of Primary Account Holder: \_\_\_\_\_

2<sup>nd</sup>: Name of Lender: \_\_\_\_\_ Account #: \_\_\_\_\_

Name/Social Security # of Primary Account Holder: \_\_\_\_\_

Does the property have HOA regime fees? YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

\*\*If YES, please provide the manager/management company name: \_\_\_\_\_

\*\*HOA Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

\*\*How often are regime fees paid? (i.e. Monthly): \_\_\_\_\_

What is your Commission amount?: \_\_\_\_\_

Will a Home Warranty be provided? YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

If YES, who will be paying it? \_\_\_\_\_

Pest Inspection Company: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

Who is paying this invoice? \_\_\_\_\_

Home Inspection Company: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

Who is paying this invoice? \_\_\_\_\_

Will there be an Appraisal? YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

If YES, who will be paying it? \_\_\_\_\_

Appraisal Company: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

Will the seller attend closing?: YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

Will the seller use a Power of Attorney?: YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

(\*If the seller is not planning to attend closing, please contact our firm as soon as possible.)

What is the nature of this property? (\*Please check one):

Condo\_\_\_\_\_ Townhouse\_\_\_\_\_ Single Family\_\_\_\_\_

Mobile Home\*\*\* \_\_\_\_\_ Commercial\_\_\_\_\_ Other\_\_\_\_\_

\*\*\*If property is a Mobile Home, please also fill out our Mobile Home form.

Are there any tax liens, judgments or other liens, to your knowledge, that must be paid at closing? YES\_\_\_\_\_ NO\_\_\_\_\_ (Check one)

Did we miss anything? \_\_\_\_\_

**We look forward to your real estate closing!**