

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.

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

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

Buyer's Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

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

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

Lender's Name & Contact Info: \_\_\_\_\_

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: \_\_\_\_\_

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

\*\*If YES, please provide the 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 buyer attend closing?: YES \_\_\_\_\_ NO \_\_\_\_\_ (Check one)

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

(\*If the buyer 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.*

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

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