

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

anderson@wlhawkinslawfirm.com

Susan S. Miranda, Esq.
Charles Clark, III, Esq.

Wendell L. Hawkins, P.A.
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

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

SELLING AGENT FORM
Certified Check or Wire Required

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 Buyers(s) Contact Information:

Current Address: _____

Phone Number: _____

Email Address: _____

Lender's Name and Contact Information: _____

Does the property have HOA regime fees? Yes _____ No _____ (Please check which applies)

If yes, please provide the management company name: _____

Phone Number: _____ Amount Paid: _____

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

Will a Home Warranty be provided? Yes _____ No _____ (Please check which applies)

Who will be paying the Home Warranty? _____

Pest Inspection Company: _____ Invoice Amount: _____

Who is Paying this Invoice? _____

Home Inspection Company: _____ Invoice Amount: _____

Who is Paying this Invoice? _____

Would your client like an Eagle Policy (Enhanced Coverage) or Standard Policy of Title Insurance?

Eagle Policy (Enhanced Coverage) _____, Standard Policy _____ (Please check which applies)

Would your client like to hold title as Joint Tenants with Rights of Survivorship? Yes _____ No _____

Please visit our [Residential Real Estate Page](#) for information on the importance of these decisions.

Will this be your client's primary residence? Yes _____ No _____.

Will Buyer attend closing? Yes _____ No _____ (Please check which applies)

Will Buyer use a Power of Attorney? Yes _____ No _____ (Please check which applies)

If Buyer is not planning to attend closing please contact our firm as soon as possible.

What is the nature of this property? _____ Condominium _____ Townhouse _____ Single Family
_____ Mobile Home _____ Commercial _____ Other

(If property is a Mobile Home, please also fill out of Mobile Home Form. Thank you)

Did we miss anything? _____

We look forward to your real estate closing!