



# Seller (Listing) Agent Information Sheet

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

Seller Name(s): \_\_\_\_\_

Seller Email: \_\_\_\_\_ Seller Phone: \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_ Listing Agency Name: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

*If you have a transaction coordinator or admin that needs copied on communication, please list them below.*

Admin Name: \_\_\_\_\_ Admin Email: \_\_\_\_\_

Will there be a transaction fee or admin fee, other than commissions, for this closing? [ ] YES [ ] NO

*If marked YES, what is the amount of the fee?* \_\_\_\_\_

Are there any Seller paid closing costs for this closing? [ ] YES [ ] NO

*If yes, what is the amount of those seller paid closing costs? \$* \_\_\_\_\_

## COMMISSIONS

Method of commission receipt: [ ] In-Office Pickup [ ] Overnight Check (\$55 fee) [ ] Standard USPS (No Fee)

If we are mailing/overnighting, what address is it going to? \_\_\_\_\_

***NOTE: Our firm does not wire agent commissions due to increased wire fraud.***

Commission Paid to Listing Agent: \$ \_\_\_\_\_ OR % \_\_\_\_\_

Commission Paid to Selling Agent: \$ \_\_\_\_\_ OR % \_\_\_\_\_

Realtor Commission TOTAL: \$ \_\_\_\_\_ OR % \_\_\_\_\_