

CONTRACT COVER SHEET

LISTING

Listing Agent:

Preferred communication:

email: _____

phone: _____

Closing Coordinator/Assistant

Preferred communication:

email: _____

phone: _____

Seller 1

Preferred communication:

email: _____

phone: _____

Seller 2

Preferred communication:

email: _____

phone: _____

Have there been any divorces or deaths of an owner during the time the seller owned this property? No Yes

If yes please provide further info:

Will the seller have a change in marital status before the closing?

No Yes

Does the seller have an existing survey? No Yes

Will all parties be in town for closing? No Yes

If not please provide further info:

Any need for a Power of Attorney? No Yes

If yes please provide further info

What is the total commission % and how is it split?

Is the seller a US Citizen? No Yes

Can you provide any additional info that might help us ensure a smooth closing?

BUYER

Buyer Agent:

Preferred communication:

email: _____

phone: _____

Closing Coordinator/Assistant

Preferred communication:

email: _____

phone: _____

Buyer 1

Preferred communication:

email: _____

phone: _____

Buyer 2

Preferred communication:

email: _____

phone: _____

Lender/Loan Officer

Preferred communication:

email: _____

phone: _____

Loan Processor/Assistant

Preferred communication:

email: _____

phone: _____

Will the buyer have a change in marital status before the closing?

No Yes

Will you be using the seller's existing survey? No Yes

Will all parties be in town for closing? No Yes

If not please provide further info

Any need for a Power of Attorney? No Yes

If yes please provide further info

Which home warranty company and plan would you like us to order?

Can you provide any additional info that might help us ensure a smooth closing?
