



### **SAMPLE SELLER REP INFORMATION NEEDED**

Hi Listing Agent,

Thank you for submitting your new Sales contract!

To ensure a timely closing process on behalf of your Seller, please provide the following items below to the best of your ability and our office will obtain the rest from the Seller(s):

1. Does your office have a transaction fee that needs to be collected from the seller?
2. Please confirm all commissions and splits
3. Please provide Seller's complete contact information (phone, email)
4. Please confirm Seller's marital status
5. Mailing address for the Seller after closing
6. Should this be a mail-away to the Seller, please advise as soon as possible
7. Should anyone that is currently on title be deceased or divorced, please let our office know as soon as possible, so we can plan accordingly
8. The contact info for the HOA/Condo Association (or advise if there is no association, so we can notate the file)
9. The complete contact information for the Buyer's agent (phone, email)
10. The complete contact information for the Buyer's lender (company, contact person, phone, email)
11. The complete contact information for the Closing/Title Agent or advise if it's the same as on the contract
12. Please provide occupancy information (owner occupied, tenant occupied, vacant). Should the property be occupied by a tenant, please advise and forward a copy of the lease(s) and tenant estoppel(s). We will need to know if the lease(s) will be assigned to the new owner or if the tenant(s) will vacate prior to closing.
13. If Seller is a trust, provide a copy of the seller's Trust Agreement and Amendments
14. If Seller is a Business Entity, provide a copy of the Seller's Corporation Documents as applicable (Articles of Incorporation, Corporate Resolution, Operating Agreement, Certificate of Good Standing).