

# GOOSMANN ROSE COLVARD & CRAMER, P.A.

77 Central Ave., Suite H, P.O. Box 7436  
Asheville, NC 28801  
Phone: 828-258-0150 Fax: 828-258-1305  
www.grcclaw.com

## LISTING AGENT / SELLER CHECKLIST

**From:** \_\_\_\_\_  
**Email/Phone:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**Subject:** \_\_\_\_\_  
**Seller:** \_\_\_\_\_  
**Tentative Closing Date:** \_\_\_\_\_

*Thank you and we look forward to working with you and your Seller client, if applicable.*

### IMPORTANT NOTE

- Due to notary requirements and potentially to satisfy the requirements of the United States Patriot Act, it is imperative that all parties bring a **VALID STATE-ISSUED DRIVERS LICENSE OR IDENTIFICATION OR GOVERNMENT-ISSUED PASSPORT** to closing or contact your closing paralegal regarding other satisfactory identification.

### INFORMATION REQUEST

In the event we are preparing the Seller's documents for this sale or are only representing the Buyer in this transaction, we would appreciate you providing us with the following information in order to help expedite the transaction:

Seller's Home Telephone # \_\_\_\_\_ His Work and/or Cell # \_\_\_\_\_  
Her Work and/or Cell # \_\_\_\_\_

Seller's E-Mail Address(es): \_\_\_\_\_

Seller's Forwarding Address: \_\_\_\_\_

Seller's Social Security Number(s): \_\_\_\_\_

Who will be preparing the Seller's closing documents? \_\_\_\_\_

Will the Seller be attending closing?  Yes or  No

If needed, who will act as Seller's Attorney in Fact? \_\_\_\_\_

If Power of Attorney already exists, a copy **MUST** be provided for review prior to closing.

What is the **Seller's Marital Status**  Married,  Unmarried,  Divorced,  Separated,  Other: \_\_\_\_\_

**PLEASE NOTE**, if the Seller is married, both spouses must attend closing or provide satisfactory evidence that the spouse has legally released of any of his/her marital interest in the property. Unless you advise us otherwise, we will assume all the sellers and spouses will be coming to closing.

Is there an existing **Title Insurance Policy** for the property?  Yes or  No

If applicable, please provide the following information and a copy of the policy:

Name of Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Is there a **Survey** of the subject property?  Yes or  No

If applicable, please fax or email a copy and provide an original to our office either via mail or hand delivery and provide the following information:

Has the Seller, or previous owner, made changes to the subject property since the survey?  Yes or  No

If not, will the Seller sign an affidavit at closing indicating that there have been NO CHANGES since the prior survey described above?  Yes or  No

Is there any **Manufactured Housing** located on the property (singlewide, doublewide, or other modular home)?  Yes or  No

If applicable, has a title been issued from the Department of Motor Vehicles for the home?  Yes or  No

If a title has been issued, do you have the original DMV title:  Yes (please provide a copy) or  No

If a title has been issued, is the title listed in the Seller's name:  Yes or  No

If a title has been issued, have you contacted the DMV to determine if the title has been retired?  Yes or  No

For each **Mortgage** on the property, provide the following information:

(1) Lender: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(2) Lender: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(3) Lender: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(4) Lender: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is the **Termite Report** a Seller expense?  Yes or  No

Has this report been ordered?  Yes or  No

If it has been ordered, please provide the following:

The name of the Inspection Company \_\_\_\_\_

The amount to be collected at closing: \$ \_\_\_\_\_

Is a **Certificate of Occupancy** or similar inspection required prior to closing?  Yes or  No

If so, please fax a copy of the Certificate of Occupancy or other certification to our office PRIOR to closing.

If one is not provided, we will presume that you will be providing this to the Buyer(s) outside of closing.

Is the Seller performing any **Repairs** to the property prior to closing?  Yes or  No

If so, please provide details of the repairs: \_\_\_\_\_  
\_\_\_\_\_

Also, if any repair invoices are to be paid, reimbursed or otherwise, we will presume the same are being handled outside of closing unless you present invoices and details to us prior to closing for inclusion on the Settlement Statement.

Is the Seller providing a **Home Warranty**?  Yes or  No

Has this home warranty been ordered?  Yes or  No

If it has been ordered, please provide the following:

The name of the Home Warranty Company \_\_\_\_\_

The Confirmation/Policy Number: \_\_\_\_\_

The amount to be collected at closing: \$ \_\_\_\_\_

**PLEASE NOTE**, if we are not presented with a home warranty invoice, our office will presume that this home warranty is being ordered by you and settled outside of closing; or, if we are given a verbal amount to collect, you will be given a check to forward.

If this property is subject to **Homeowners Association and/or Road Maintenance Assessments**, please provide the name, email and telephone number of the Treasurer or other contact for that Association: \_\_\_\_\_

**PLEASE NOTE**, our office will prorate the association dues as if they have been paid pursuant to the information provided in the contract. If you have knowledge of delinquent association dues, please notify our office prior to closing. Also, many association treasurers work and are not available during office hours at their home telephone number. If so, it may be incumbent upon you to contact them or provide us their work number to obtain a written statement for your client from the Association that the dues are paid current. Please obtain this and provide it to our office prior to closing.

What is the **Real Estate Commission**?

Percentage to Selling Agent: \_\_\_\_\_

Percentage to Listing Agent: \_\_\_\_\_

Do you wish for the listing commission to be split  Yes or  No

If "No," one check will be made to the listing agent at closing.

If "Yes," please provide details for the split: \_\_\_\_\_

The amount of the **Earnest Money or other Deposit** held by you is \$ \_\_\_\_\_

Will you be bringing the Deposit to closing?  Yes or  No

Please provide us with any charges for repairs or otherwise to be collected or reimbursed at closing and any other notes:

Please fax or email this information to **Goosmann Rose Colvard & Cramer, P.A.** at (828)258-1305 or [info@grclaw.com](mailto:info@grclaw.com)

*Thank you very much.*

*If you feel you and/or your client would benefit from reviewing their closing documents prior to closing, please call our office to set up a time for them to come in to do so.*

**DIRECT DIAL NOS:**  
George F. Goosmann, IV 350-3777  
Veronica H. Colvard 350-3785  
Laura Russell 350-3778  
Cathy Robinson 350-3770  
Sandra Noland 350-3779  
Cynthia McCullers 350-3780  
Donna Price 350-3797

John R. Rose 350-3766  
Elizabeth L.M. Cramer 350-3789  
Iris Bradley 350-3767  
Elizabeth Balkcom 350-3765  
Sharon Rathbone 350-3769  
Alla Bruyaka 350-3773  
Salina Cond 350-3783