

GOOSMANN ROSE COLVARD & CRAMER, P.A.

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

LISTING AGENT / SELLER CHECKLIST

From: _____
Email/Phone: _____
To: _____
Property Address: _____
Seller: _____
Tentative Closing Date: _____

- 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 # _____

Seller #1 Work and/or Cell # _____

Seller #2 Work and/or Cell # _____

Seller's E-Mail Address(es): _____

Seller's Forwarding Address: _____

Seller's Social Security Number(s)*: _____

*If any seller is not a U.S. citizen, please contact us or the attorney representing the seller promptly

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 Separated

If Seller's spouse is not on the Contract, then please provide the name of the spouse: _____

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 presume all sellers and spouses will attend 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 **Manufactured Housing** located on the property (singlewide, doublewide or modular home)? Yes or No

If you are in possession of the title, please provide a copy to our office.

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

(1) Lender: _____ Loan Number: _____
Contact: _____ Phone Number: _____

(2) Lender: _____ Loan Number: _____
Contact: _____ Phone Number: _____

How would your client like to receive proceeds from closing? check wire

What is the **Real Estate Commission**?

Percentage to Selling Agent: _____

Percentage to Listing Agent: _____

Please fax or email this information to **Goosmann Rose Colvard & Cramer, P.A.** at (828) 258-1305 or info@grclaw.com. You may also submit this information to us via a secure portal by clicking the **“Send a Secure Message”** button on the **“Contact Us”** tab on our website www.grclaw.com.

THANK YOU VERY MUCH AND WE APPRECIATE THE OPPORTUNITY TO WORK WITH YOU

For your information, the following is the direct contact information for the firm:

Alla Arauz 350-3773 alla@grclaw.com
Barbara Taggart 350-3792 btaggart@grclaw.com
Carey Young 350-3783 cyoung@grclaw.com
Catherine N. Toler 350-3775 ctoler@grclaw.com
Cathy Robinson 350-3770 crobinson@grclaw.com
Cynthia McCullers 350-3780 cmcc@grclaw.com
Elizabeth L.M. Cramer 350-3789 bcramer@grclaw.com
Emmy Milam 350-3788 emilam@grclaw.com
George F. Goosmann, IV 350-3777 greg@grclaw.com
Gosia Graves 350-3787 ggraves@grclaw.com

Iris Bradley 350-3767 ibradley@grclaw.com
John R. Rose 350-3766 jrose@grclaw.com
Laura Jenkins 350-3778 ljenkins@grclaw.com
Lily Bergman 350-3791 lbergman@grclaw.com
Lisa Reilly 350-3769 lreilly@grclaw.com
Margaret “Mags” Harmon 350-3763 mharmon@grclaw.com
Sandra Nolan 350-3779 snoland@grclaw.com
Tracy Britt 350-3794 tbritt@grclaw.com
Veronica H. Colvard 350-3785 veronica@grclaw.com