

BROWN, BROWN & BROWN, P.L.L.C.

ATTORNEYS AT LAW

ALBEMARLE, NORTH CAROLINA 28002

(704) 982-2141

REAL ESTATE INTAKE FORM FOR SELLERS

Sellers' Name(s): _____

Property Address: _____

Post Close Address: _____

Seller Phone Number: _____

Are there outstanding liens? Y/N Lender name: _____

If so, please contact your lender within two weeks of closing to request a payoff good through the day after closing. Please have the payoff sent to our office either by fax (704 982-0902) or email: jan@stanlycountylaw.com

Listing Agent: _____

Company: _____

Phone: _____

Email: _____

Commission and split: _____

Earnest Money: _____

Held where? _____

Earnest Money held by our firm should be delivered by certified check.

Brought to close or deducted from commission check: _____

Home Warranty provided: Y/N

If so, please send invoice as soon as possible

Any additional expected invoices, please email as soon as possible.

Homeowners Association Dues: Y/N

If so, please provide contact information

Is this sellers' primary residence? Y/N

Is there a mobile or manufactured home? Y/N If so, do you have the title? Y/N

How would seller like to pick up their proceeds from the sale? (Please check one)

Pick up at our Albemarle office (appointment required) _____

Regular Mail (no charge) _____

Wire (\$50 fee) _____

Federal Express (\$35 fee) _____