



REALTOR INFORMATION SHEET

****Please Complete & Return (no later than 14 DAYS prior to the scheduled close date) to Little & Lattimore via Fax 828-652-2228, or Email to: RE@LittleandLattimore.com**

Complete Address of **Subject Property** (Please Provide PIN#, Deed Book & Page if not included on the contract):

Vacant Land Single Family Townhome / Condo Mobile Home / Trailer

Buyer(s) Full Name, Phone & Email:

Seller(s) Full Name, Phone & Email:

Who is Holding **Earnest Money?**: Buyer Firm Listing Firm Little & Lattimore, PA Other

Realtor Information & Commission:

I Represent the Buyer I Represent the Seller

Your Name / Firm Name:

Your Email / Phone Number:

*****Is there another Law Firm handling the closing for your client's side of the transaction? If so, please provide contact info.:**



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% of Commission for LA _____ BA _____

Are there any Bonuses or Deductions to the Commission? _____

Select One:

- 1) _____ I will pick up my check when it is ready
- 2) _____ **OR**, Please mail my check to:

Special Instructions:

We ask that you have the following to our office **at least 14 days** prior to closing:

- All Invoices (Home Inspections, Pest, Survey, Home Warranty, Repairs, etc.)
- Realtor Info. Sheet, Buyer / Seller Info. Sheets, Contract Addendums, etc.

Reminders for Buyer / Seller Clients:

Funds to Close:

-We accept Certified Bank Checks or Bank Wire.

BEFORE SENDING ANY WIRE, CALL OUR OFFICE TO VERIFY THE INSTRUCTIONS. WE WILL NOT CHANGE WIRING INSTRUCTIONS. IF YOU RECEIVE WIRING INSTRUCTIONS FOR A DIFFERENT BANK, BRANCH LOCATION, ACCOUNT NAME OR ACCOUNT NUMBER, THEY SHOULD BE PRESUMED TO BE FRAUDULENT. DO NOT SEND ANY FUNDS AND CONTACT OUR OFFICE IMMEDIATELY. FAILURE TO FOLLOW THIS PROCEDURE ENDANGERS YOUR FUNDS.

Non-Expired Photo ID:

-Please make sure your clients bring a valid form of ID: Drivers License, passport or government issued identification.

Marital Status:

-If clients are Legally Separated, we will require a copy of the recorded separation agreement

-If clients Legally Divorced, we will require a copy of the Divorce Decree

20 N. Main Street - Marion, NC 28752 - 828-652-8003