COLBY & MINCEY PLLC
ATTORNEYS AT LAW

Date: _____

Agent Name: _____
Agent Phone #/Email: _____
Property Address: _____

Commissions: Buyer's Agent _____ % Seller's Agent _____ %

Earnest Money: ____Agent will retain ____Will be delivered to Attorney

Seller Name(s):
_____SS# _____-_____-_____ Marital Status _____
_____SS# _____-_____-_____ Marital Status _____

Seller's Mailing Address:
Current: _____
Post Close: _____

Seller's Contact Number(s): (_____) _____(home) | (_____) _____(cell)

Seller's Email Address:_____

Seller Proceeds will be:
____Picked up at Colby & Mincey, PLLC by ____Seller or ____Agent
____Wire ($25.00 fee will apply) Account Name _____
Routing No. _____ Account No. _____ Bank _____
____Mail to: _____
____Overnight to ($35.00 fee will apply): _____

Seller Documents to be prepared by:
____Colby & Mincey, PLLC ($150.00 fee applies)
____Other:_____

Home Owners Association:_____
Tel: (_____) _____ - _____ Fax: (_____) _____ - _____

Mortgage Payoffs to be obtained by:
____Seller or Seller's Agent (Payoff **must** be valid through closing date and provided to Colby & Mincey, PLLC at least **5 days** prior to closing date)
____Colby & Mincey, PLLC ($30.00 fee if Colby & Mincey, PLLC not preparing seller documents)

1st Mortgage Lender:_____
Telephone: (_____) _____ - _____ Loan No.:_____

2nd Mortgage Lender:_____
Telephone: (_____) _____ - _____ Loan No.:_____

PLEASE EMAIL OR FAX COMPLETED AGENT SHEET AND COPIES OF ALL INVOICES/ INFORMATION TO: title@colbymincey.com (email) or 910.343.5992 (fax)

1001 Military Cutoff Road, Suite 204, Wilmington, NC 28405
910.343.5775 (telephone) | 910.343.5992 (facsimile)
www.colbymincey.com