

# 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: \_\_\_\_\_

**Seller is local: Yes No**

**Home Owners Association:** \_\_\_\_\_

Tel: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Mortgage Payoffs to be obtained by:**

\_\_\_\_\_ Seller or Seller's Agent (Payoff **must** be valid **five (5) days** past closing date and provided to Colby & Mincey, PLLC at least **one week** prior to closing date)  
\_\_\_\_\_ Colby & Mincey, PLLC (\$30.00 fee)

1<sup>st</sup> Mortgage Lender: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Loan No.: \_\_\_\_\_

2<sup>nd</sup> Mortgage Lender: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Loan No.: \_\_\_\_\_

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