

# COLBY & MINCEY PLLC

ATTORNEYS AT LAW

Date: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Phone #/Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Commissions:** Buyer's Agent \_\_\_\_\_ % Seller's Agent \_\_\_\_\_ %

**Buyer Name(s):** \_\_\_\_\_

Marital Status \_\_\_\_\_

Marital Status \_\_\_\_\_

**Buyer's Mailing Address:**

Current: \_\_\_\_\_

Post Close: \_\_\_\_\_

**Buyer's Contact Number(s):** (\_\_\_\_\_) \_\_\_\_\_ (home) | (\_\_\_\_\_) \_\_\_\_\_ (cell)

**Buyer's Email Address:** \_\_\_\_\_

**Lender:** \_\_\_\_\_ | **Loan Officer:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ | Email: \_\_\_\_\_

**Homeowner's Insurance Co.:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OTHER SERVICES/INVOICES (PLEASE NOTE N/A if not applicable)**

\_\_\_\_\_**Home Inspection:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax:: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Paid by: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Buyer Agent \_\_\_\_\_ Seller Agent

\_\_\_\_\_**Termite Inspection:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax:: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Paid by: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Buyer Agent \_\_\_\_\_ Seller Agent

\_\_\_\_\_**Home Warranty:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax:: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Paid by: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Buyer Agent \_\_\_\_\_ Seller Agent

\_\_\_\_\_**Survey Company:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax:: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Paid by: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Buyer Agent \_\_\_\_\_ Seller Agent

\_\_\_\_\_**Other Company:** \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ | Fax:: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Paid by: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Buyer Agent \_\_\_\_\_ Seller Agent

**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)**