



Eugene B. Davis, Jr., P.C., Attorney at Law
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To: _____ / Listing Agent Fax: _____

RE: Seller's: _____

Property _____

YOUR CLOSING PARALEGAL WILL BE:

PLEASE PROVIDE THE FOLLOWING INFORMATION :

Listing Agent Contact #'s: Office: _____ Cell: _____

E-mail: _____

Seller's SS#: _____ (his) Seller's SS#: _____ (her)

Marital Status: Married Single (includes Divorced) Separated

Seller's Contact #'s: Home: _____ Work: _____ Cell: _____ Fax: _____

E-mail: _____

Seller's Forwarding Address _____

Will Seller's Proceeds need to be: Overnight Wire (provide instructions) deposited

Additional details: _____

Attorney Preparing Deed: _____ Fee \$ _____

Commission: _____ % Split: _____

Earnest Money: \$ _____ Deduct Earnest Money: Yes No

Payoffs Information:

	Mortgage Lender	Loan #	Lender's Phone #
1st			
2nd			

Homeowner's Association: _____

Association Management Co./Contact: _____

Phone: _____ Amount Due: \$ _____ Paid: Monthly Quarterly Yearly

Special Instructions: _____