

ARGES LAW FIRM P.C.

www.argeslawfirm.com

Memo To Listing Agent

To: _____ From: _____

Date: _____ Fax#: _____

Re: Property Address: _____

Buyer: _____

Seller: _____

Closing Scheduled for _____ @ _____: _____ AM/PM

Regarding the above referenced property closing, please fax to me at your earliest convenience the following information:

Seller

Name: _____ SS#: _____ - _____ - _____

Single Separated Married Spouse: _____ SS#: _____ - _____ - _____

Forwarding Address: _____

Existing Mortgages/Equity Lines of Credit

Mortgagee: _____ Loan#: _____ Phone#: _____

Mortgagee: _____ Loan#: _____ Phone#: _____

Attorney Preparing Seller's Documents

Docs Prepared By Arges Law Firm, P.C. Fee: \$100.00

Express Pick-Up E-Mail _____

-----OR-----

Attorney/Firm: _____ Fee: \$ _____

Homeowner's Association

Agent/Contact Person: _____ Telephone#: _____

Fees to be Collected at Closing

\$ _____ to _____ \$ _____ to _____

\$ _____ to _____ \$ _____ to _____

Commission

Total Commission: _____ % Listing Agent: _____ %

Prior Title Policy & Survey, if Available

Title Insurance Company _____ Policy#: _____ Survey By: _____

Thank you in advance for your assistance in providing this information in timely manner!

3200 Croasdaile Drive | Suite 706 | Durham, NC 27705

Tel (919) 384-8000 | Fax (919) 384-8001