

ARGES LAW FIRM P.C.

www.argeslawfirm.com

Memo To Selling 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:

Lender

Loan Officer: _____ Company: _____

Phone#: _____ Fax#: _____

Homeowner's Insurance

Agent: _____ Company: _____

Phone#: _____ Fax#: _____

Pest Inspection

Company: _____ Amount: \$ _____

Please transmit invoice and report as soon as possible.....

Survey

Is survey required by Lender? yes no

If no, does buyer want us to order a survey yes no

Fees to be collected at closing

Water Report: \$ _____ Septic Inspection: \$ _____

Home Inspection: \$ _____ Structural Report: \$ _____

Home Warranty: \$ _____ : \$ _____

Commission

Total Commission: _____ % Selling Agent: _____ %

Listing Agent: _____ Phone#: _____

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