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Selling Agent/ Buyer Worksheet

To: _____ Sales Price: \$ _____
Company: _____ Earnest Money: \$ _____
Date: _____ Seller Paid CC: \$ _____

Buyer: _____
Seller: _____
Property Address: _____

Marital Status: _____
Contact Email: _____
Best Phone #: _____ 2nd Phone #: _____

LENDER INFORMATION

Lender: _____ Contact: _____
Email: _____ Phone: _____

CLOSING INFORMATION

Homeowners Insurance Agent: _____ Phone: _____
Termite Inspection Payable To: _____ Amount: \$ _____
Home Inspection Payable To: _____ Amount: \$ _____
Home Warranty Payable To: _____ Amount: \$ _____
_____ Inspection Payable To: _____ Amount: \$ _____
_____ Inspection Payable To: _____ Amount: \$ _____

Commission: _____ % Bonus (if any): \$ _____

Repairs (if any)

Payable To: _____ Amount: \$ _____
Payable To: _____ Amount: \$ _____
Payable To: _____ Amount: \$ _____
Payable To: _____ Amount: \$ _____

Please notify us IMMEDIATELY if a SURVEY is desired. This office highly recommends surveys to ensure the accurate location of all lot boundary lines and any possible encroachments.

Reminder: ALL FUNDS MUST BE WIRED using the following wire instructions:

Bank Name: Bank of America, NA
Account Name: Meek Law Firm PC IOLTA Trust Account
Bank Address: 101 South Tryon Street, Charlotte, NC 28255
Routing #: **026009593**
Account #: **237031797320**

Listing Agent/ Seller Worksheet

To: _____ Sales Price: \$ _____
Company: _____ Earnest Money: \$ _____
Date: _____ Seller Paid CC: \$ _____

Buyer: _____
Seller: _____
Property Address: _____

Marital Status*: _____
• If divorced or separated since purchasing the property, please provide a copy of the separation agreement or Divorce Decree.
• If widowed since purchasing the property, please provide a copy of the death certificate.

Social Security Number(s): _____ and _____
Forwarding Address: _____
Contact Email: _____
Best Phone #: _____ 2nd Phone #: _____

Will Sellers be present at closing: Yes No

First Mortgage Company: _____
Loan Number: _____ Phone: _____

Second Mortgage Company: _____
Loan Number: _____ Phone: _____

*****NOTE - IN REGARDS TO EQUITY LINES OR REVOLVING LINES OF CREDIT, THE SELLER IS RESPONSIBLE FOR PROVIDING A LETTER FROM THE LENDER TO OUR OFFICE STATING THE ACCOUNT HAS BEEN BLOCKED TO FUTURE ADVANCES. *****

Real Estate Commission: Total Commission: _____ %
Listing Agent: _____ % Selling Agent: _____ %
Bonus or Deduction: _____

Homeowner's Association: Yes No
Contact: _____ Phone: _____

Third party involved on behalf of Seller: Yes No
Contact: _____ Phone: _____

Invoices or Repair Credits to be paid at Closing:

\$ _____ payable to _____ for _____
\$ _____ payable to _____ for _____
\$ _____ payable to _____ for Home Warranty*

***** Must have invoice to verify the company and match the amount listed on the Contract*****

PLEASE RELEASE MY PAYOFF INFORMATION TO THE CLOSING ATTORNEY

Printed Name: _____ Printed Name: _____