**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${SellingAgentFullName}

${SellingBroker}

${SellingBrokerAddress}

${SellingBrokerCSZ}

RE: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

        ${FileNumber}

Dear ${SellingAgentFullName}:

The purchaser of the above referenced property has retained ${companyName} to conduct the closing. We are working toward completing a smooth and successful settlement.  
  
In an effort to facilitate an easy closing for all parties, we are enclosing a short questionnaire regarding the property that is being transferred. Please take a moment to complete the enclosed form and return it via fax at your earliest convenience. Please fax to the number above, attention ${UserName}.  
  
Please contact me with any questions or concerns you have regarding this transaction. Thank you in advance for your prompt response to this matter.

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}

|  |  |  |
| --- | --- | --- |
|  | **Agent's Checklist** |  |
| Please complete and email to ${UserEmail} or fax to ${companyFax}.  ${SellingAgentFullName}         ${SellingBroker}  1. Please provide your contact phone numbers and email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email  2. Please provide the address of your brokerage firm:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. In this transaction you are: (circle one)            Listing Agent           Selling Agent            Dual Agent  4. What is the commission split?  Listing Agent %\_\_\_\_\_\_      Selling Agent %\_\_\_\_\_\_      Total %\_\_\_\_\_\_  5. Is there an Admin Fee? Amount\_\_\_\_\_\_\_\_\_\_\_\_ charged to: (circle one)           Buyer                      Seller                     No Admin Fee  6. Are you holding the Deposit? (check one)    \_\_\_\_\_\_YES    \_\_\_\_\_\_NO  7. If so, how much?    \_\_\_\_\_\_\_\_\_\_\_\_  8. Will you be bringing the deposit to closing, or shall we subtract the funds from your proceeds?              \_\_\_\_\_\_\_\_\_Bring to Closing        \_\_\_\_\_\_\_\_Subtract from Proceeds | | |

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| --- |
| 9. Is the property subject to an HOA/CONDO fees?    \_\_\_\_\_YES     \_\_\_\_\_\_NO  Name of HOA/CONDO Management Company:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  10. Type of Water/Sewer on the property: Public or Well & Septic  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please fax any inspections, reports, and invoices that are to be collected at closing to ${companyFax}, Attn: Processing.                                                                                 Sincerely,                                                                                         $companyName}                                                                                       ${UserName} |