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LISTING AGENT INFORMATION FORM

Please read and complete this form to ensure a smooth, on time closing. Once completed, please email this form to the paralegal(s) assigned to your transaction. If you have any questions please feel free to contact us.

ADDRESS OF PROPERTY: _____

1. Does the property have a septic system or town sewer? ☐ Septic system ☐ Town sewer

If serviced by a septic system in Massachusetts, Seller must provide a passing Title V

2. Is the property serviced by well water or town water? ☐ Well water ☐ Town water

If the property is serviced by town water, what is the name of the water company? _____

3. Is the property fueled by oil/propane or gas? ☐ Oil/Propane ☐ Gas

If the property is fueled by oil/propane and there will be an adjustment, please provide us with a statement from the fuel company.

4. What is the commission being charged to the seller(s) from your company? _____

Please provide us with a copy of the full commission statement 7-10 days prior to closing.

5. Are there seller(s) concessions to the buyer(s) that we need to show on the settlement statement/closing disclosure?

☐ Yes, what is the amount or percentage? _____ ☐ No

6. If the property is a condominium, please provide us with the following information and a **Resale Certificate**. It may take up to 2 weeks to obtain the certificate and there may be a fee associated. The certificate must be dated in the same month as the closing. There will be a fee to prepare the certificate.

Condo association name: _____

Condo association contact name: _____ Contact phone number: _____

Monthly condo fee amount: \$ _____ Date of monthly condo fee collection: _____

Are water and sewer included in the monthly condo fee amount? ☐ Yes ☐ No

Special assessments outstanding or coming due: \$ _____

7. Please provide us with the **original** smoke detector/carbon monoxide certificate (Note: A residential smoke certificate is only valid 120 days from the issuance date)