



PENINSULA SETTLEMENTS, LLC  
LISTING AGENT FORM

Client Name:

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Property Address:

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Your Name: \_\_\_\_\_

Brokerage: \_\_\_\_\_

Cell #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

PLEASE CONFIRM THE SALES COMMISSION AND ANY ADMINISTRATIVE FEES YOUR BROKERAGE MAY CHARGE

COMMISSION: \_\_\_\_\_ total %  
\_\_\_\_\_ % to Listing Agent  
\_\_\_\_\_ % to Selling Agent

ADMIN FEE: \$ \_\_\_\_\_ to Seller

Will all Sellers be attending closing?

\_\_\_\_\_ Yes

\_\_\_\_\_ No.

If No, will a Power of Attorney be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will documents be sent to your clients and signed elsewhere?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If property is in Maryland, are all Sellers Maryland residents?

\_\_\_\_\_ Yes \_\_\_\_\_ No

For tax withholding purposes, are all Sellers U.S. citizens or resident aliens?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is there a closing credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much? \$ \_\_\_\_\_

Will there be a rent back?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", for how long? Amount of Security Deposit?

\_\_\_\_\_  
\_\_\_\_\_.

Are the sellers purchasing a home warranty for the buyer(s)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes," who is warranty provider and what is cost?

\_\_\_\_\_  
\_\_\_\_\_.

Is there any other information we need to know about the closing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*PLEASE RETURN YOUR COMPLETED FORM TO:*

*PENINSULA SETTLEMENTS  
438 NORTH FREDERICK AVENUE  
SUITE 316  
GAITHERSBURG, MARYLAND 20877*

FAX: (240) 631-6556