

**THE LAW OFFICE OF
ANTHONY S. PRIVETTE, PLLC**

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Real Estate Agent Information Sheet

*We have been retained to represent the buyers in the below closing. Please complete this information and fax the same to us at 704-871-0063.
(PLEASE NOTE THAT THE FAILURE TO RETURN THIS DOCUMENT MAY DELAY CLOSING.)*

Property: _____

Tax Parcel No: _____ Closing Date & Time: _____

Buyer's Name (as desired on deed): _____

SELLER'S INFORMATION

Listing/Seller's Agent: _____

Cell: _____ Fax: _____ E-mail: _____

Seller/Seller's: _____

Marital Status: _____ Spouse's Name: _____

Seller's Phone: _____

Seller's Forwarding Address: _____

Seller's Social Security # _____

Was this the Seller's primary residence? YES / NO

If sellers are divorced or separated, please send a copy of divorce decree or separation agreement

PAYOFF INFORMATION

1st Mortgage:

Lender Name: _____ Phone No.: _____

Account No.: _____

2nd Mortgage:

Lender Name: _____ Phone No.: _____

Account No.: _____

1. The signatures below authorize the banks or lenders to provide payoff information to The Law Office of Anthony S. Privette.
2. It is understood that the seller might incur charges from the lenders or HOA to send required information to our office. These charges are the responsibility of the seller, even if the closing does not occur.
3. It is understood that the payoff will be sent via overnight delivery, unless otherwise instructed.

Date _____
Seller

Date _____
Seller

Document Preparation

Are we preparing the Deed & Lien Waiver for the sellers? YES / NO

If NO, Which firm will prepare the Deed & Lien Waiver

Name: _____ Phone No.: _____

Will a survey be required by Borrower/Lender? YES / NO

If so, please provide us the name and contact information of the surveyor.

Is there a Boat Slip to be transferred? YES / NO

Are there Homeowners Association Dues? YES / NO

Contact for Homeowner Association:

Name: _____ Phone No.: _____

Community Name: _____

It is understood that seller might incur charges from the lender or HOA to send required information to attorney's office. These charges are the responsibility of the seller, even if the closing does not occur.

Is there a manufactured home on the property: YES / NO

If so, please provide a copy of the title as soon as possible.

Manufactured Home information needed:

Make: _____ Model: _____

VIN: _____ Serial No.: _____

Home Warranty Information:

Are sellers providing a Home Warranty? YES / NO

Company: _____ Phone Number: _____

Please provide our office with a copy of the Home Warranty Invoice at your earliest convenience.

Disbursement Information:

Realtor commission percentages: Listing _____ Selling _____

Earnest Money will (_____) will not (_____) be brought to closing.

I will (_____) will not (_____) be attending the closing. How do you want your commission check to be handled? Picking up (_____) Mailed (_____).

If mail, please list address: _____

Please fax any invoices as to be included on the Settlement Statement to 704-871-0063.

Thank you for your time and assistance in this matter.

Please contact the closing attorney or paralegal if there is to be a "dry" closing or if buyers and sellers are to appear at different times as there may be a separate charge imposed.