

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 Address: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_ Buyers' Name: \_\_\_\_\_

**SELLER'S INFORMATION**

Listing/Sellers' Agent: \_\_\_\_\_

Agent Cell: \_\_\_\_\_ Agent Fax: \_\_\_\_\_ Agent Email: \_\_\_\_\_

Seller Name(s): \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Seller(s) Phone: \_\_\_\_\_

Seller(s) Forwarding Address after closing: \_\_\_\_\_

Seller(s) Social Security # \_\_\_\_\_

Was this the Sellers' primary residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you an out-of-state seller? Yes \_\_\_\_\_ No \_\_\_\_\_

I will (\_\_\_\_\_) will not (\_\_\_\_\_) be attending the closing.

Did you receive the Welcome Letter from our office? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**PAYOFF INFORMATION**

1<sup>st</sup> 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.

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.**