

COLLINS & COLLINS LAW OFFICES, PLLC

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CLOSING INFORMATION SHEET – BUYER

Buyer: _____ Seller _____ Closing Date: _____

Property Address: _____

IMPORTANT! **Please COMPLETE this form in its entirety and return to our office. **TO AVOID** closing delays, this information is needed immediately.

IS THIS A MAILAWAY CLOSING? YES / NO

WILL A POWER OF ATTORNEY BE USED? YES /NO

IF SO, WHO WILL BE USING A POA? _____

IS A TRUST INVOLVED? YES /NO

Please note that a Certificate of Trust will be needed at closing and will need to be prepared by estate attorney.

IS AN LLC INVOLVED? YES /NO

Please note an operating agreement may need to be provided to our office in order to close.

IS A BOAT SLIP INVOLVED? YES /NO

If yes, please provide paralegal with license, certificate and/or deed.

ARE THERE ANY EXISTING LEASES IN PLACE? YES/NO

DOES THIS PROPERTY INCLUDE A MOBILE HOME O MANUFACTURED HOME: YES/NO

If so, we will schedule the closing but will need to do NCDMV research on the mobile title prior to ordering title work. We must have either the mobile home title or VIN# in order to do the research. In addition, we will need to collect a \$250.00 nonrefundable upfront fee (this amount will come off of the total closing fee that we charge at closing). Please have a check made payable to Collins & Collins Law Offices, PLLC in the amount of \$250.00 and drop it off at our office as soon as possible so we can start the DMV research.

IS THERE A 1031 TAX EXCHANGE INVOLVED? YES /NO

IF so: Name of tax exchange company? _____

Contact Person: _____

Ph # and email: _____

IS THIS PROPERTY A DUPLEX/TOWNHOME? YES /NO

If yes, when facing the property from the street is it to the **LEFT** or **RIGHT**?
UP or **DOWN**?

BUYER INFORMATION: If married please provide spouses name.

Buyer Name: _____
Phone # _____ Email: _____
Buyer Name: _____
Phone # _____ Email: _____

MARITAL STATUS:

IF YOU ARE GETTING A LOAN, YOUR SPOUSE WILL NEED TO ATTEND CLOSING

Please circle which applies: Single Married Divorced Legally Separated Widowed

Future mailing address: _____

MORTGAGE LENDER/BROKER: _____

Loan Officer: _____ Telephone Number: _____

Email Address: _____

We will charge \$55.00 for a UPS Courier Fee to return the loan package

PLEASE PROVIDE HOMEOWNERS ASSOCIATION INFORMATION: (REQUIRED)

Name of Association and/or Management Company: _____

Contact Name: _____ Telephone Number: _____

HOMEOWNERS INSURANCE INFORMATION:

Company/Agency: _____

Contact: _____ Telephone Number: _____

Invoices to be paid at closing (We must have ALL invoices 7 days prior to closing)

Home Inspection to: _____ Amount: _____

Pest Inspection to: _____ Amount: _____

Home Warranty to: _____ Amount: _____

Other to: _____ Amount: _____

Additional Information: _____

Thank you.