

**COLLINS & COLLINS LAW OFFICES, PLLC**  
(910) 799-0699 phone (910) 799-0663 fax  
EMAIL: cclaw@collinsandcollinslaw.com

**CLOSING INFORMATION SHEET – BUYER SHEET**

Buyer: \_\_\_\_\_ Seller \_\_\_\_\_ Closing Date: \_\_\_\_\_

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

**IMPORTANT!** \*\*Please COMPLETE OR HAVE YOUR CLIENT 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 may 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 EXISITNG LEASES IN PLACE? YES /NO

**\*\*DOES THIS PROPERTY INCLUDE A MOBILE HOME OR MANUFACTURED:** 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?

**Commission & Earnest Money Deposit:**

Commission: Total: \_\_\_\_\_% Listing Agent: \_\_\_\_\_% Selling Agent: \_\_\_\_\_%

Earnest Money: \$ \_\_\_\_\_ Earnest Money Retained By: \_\_\_\_\_

Will the earnest money be **retained or brought** to closing? \_\_\_\_\_

Is there an admin/Transaction fee? Y or N

If so, what is the amount? \_\_\_\_\_

Who is it payable to: \_\_\_\_\_

**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 Overnight Fee for 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.**