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Dear Agent: We know you are busy too. If you prefer we obtain this information directly from the Seller, please provide phone numbers/email addresses. We have attempted to send a letter to Seller – the last page of the letter asks for this same information. If Seller has that letter and fills out, sign and return it, then all we need from you is to fill in the commission below.

BRING TWO FORMS OF ID TO CLOSING

BANKRUPTCY: If the seller is in bankruptcy, please advise our office. A court order to approve the sale is required. Seller must obtain the order.

CASH AT CLOSING: If Seller has to bring cash to closing, we require a wire or certified funds for amounts over \$100.

CLOSING INFORMATION REQUIRED FROM SELLER OR LISTING AGENT

TO: _____ FAX: _____
FROM: CLAUDIA/KIM CLOSING DATE/TIME: _____
SELLER'S NAME: _____
PROPERTY ADDRESS: _____
BUYER'S NAME: _____
TOTAL COMMISSION PERCENTAGE: _____ SELLING AGENT SHARE: _____

STOP. If repairs are being made, please call our office for Lien Affidavit that must be signed by all parties doing the repairs and furnishing materials to the property if total cost is greater than \$500.

****Are we to prepare the deed and lien affidavit? ____ YES or ____ NO**

(If no, please provide the name and telephone number of the attorney preparing deed and lien affidavit)

*****Must have Sellers forwarding address: _____**

****WILL ALL SELLERS ATTEND CLOSING? ____ YES ____ NO**

Address to send deed for signing if sellers will not attend closing:

Please provide email address : _____

Marital Status: ___Single ___ Married ___Divorce
___Separated (need sep. agt.)

****IF MARRIED SPOUSE MUST SIGN DEED****

Unless you have an acceptable written, recordable agreement to the contrary

Seller=s phone numbers: Day: _____ Eve: _____

Seller's email address: _____

Seller=s Title Ins. policy (if known) was issued by which title company? _____
(check line 1108 of closing statement from seller=s purchase of property)

Sellers Social Security No's: His: _____ Hers: _____ (required to obtain payoffs)

Payoff: 1ST Mortgage Loan

Lenders Name: _____ Loan No.: _____

Lender Tel. No. _____

Payoff: 2ND Mortgage Loan

Lender's Name: _____ Loan No.: _____

Lender'S Tel. No. _____

OTHER:

Homeowner's Assn Management Company (if any): _____

Tel. No.: _____ Is there a Boat slip? YES or NO

Home Warranty Co. (if any): _____ Premium: _____

Please note: Per NC State Bar requirements and lender requirements and in order to protect the Buyer, funds are not disbursed to the Seller until the deed has been recorded. Closings after 10:30 or 11:00 may not record until the next business day. Risk of loss remains on the Seller until recording. Sellers should keep their homeowners insurance in force until they receive their proceeds. THANK YOU!!