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CLOSING INFORMATION REQUIRED FROM BUYER or SELLING AGENT

NOTE REGARDING SURVEY: Please advise immediately as to whether the Buyer wants us to order a survey. If you have not done so already, please give the attached information and waiver to the Buyer to help him/her make the decision. We will ask the Buyer to sign the waiver at closing if you do not direct us to order a new survey. Remember: Your Buyer probably needs a survey even though the lender does not require one and even if the Seller has an old one. Otherwise, the Buyer will have NO coverage for survey issues on their title insurance.

BUYERS NEED TO BRING "TWO" FORMS OF ID TO CLOSING

___ YES, order a new survey ___ NO, Buyer will sign waiver

TO: _____ FAX/EMAIL: _____

FROM: _____ CLOSING DATE/TIME: _____

BUYER'S NAME: _____

PROPERTY ADDRESS: _____

SELLER'S NAME: _____

We have been retained by you or your agent to handle your purchase of this property. Please provide our office with this information as soon as possible. Thank you.

NEW LENDER'S NAME: _____

Contact Person: _____

Telephone No.: _____

INSPECTION COMPANY NAME(S): _____

Cost of inspection(s): \$ _____ () POC or () Collect at Closing?

TERMITE COMPANY: _____

Cost of report: \$ _____ () POC or () Collect at Closing?

(Please bring bill or paid receipt to closing and fax report 48 hours prior to closing)

INSURANCE AGENT NAME: _____

Telephone #? _____

Premium amt.: \$ _____ () POC or () Collect at Closing?

REPAIR COMPANY NAME: _____

(Please send bill or paid receipt prior to closing.)

****WILL ALL BUYERS ATTEND CLOSING? ___ YES ___ NO**

Marital Status: ___ Single ___ Married ___ Divorced

___ Separated (need sep. agt.)

****IF MARRIED SPOUSE MUST SIGN LOAN DOCS****

****IF SEPARATED PLEASE CALL OUR OFFICE (very important)****

Buyer's current address: _____

Buyer's phone numbers: Day: _____ Evening: _____

Buyer's email address: _____

Additional Info:

Please note: Please inform the buyer that possession might not be given until the deed is recorded and that usually, but not always, this will be in late afternoon of the same day as closing. Occasionally, due to lender issues, it may not be until the next business day. To protect the Buyer, funds are not disbursed until the deed has been recorded.