

MCMILLAN, PSAROUDIS & MARKEY, P.A.

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SUITE 310
CHARLOTTE, NC 28209
Telephone - 704 / 552-9997 Fax 704/552-0540

301 MCCULLOUGH DRIVE,
SUITE 100
CHARLOTTE, NC 28262

Southwest Charlotte/Lake Wylie Office

Southpark Office

University Office

BUYER INFORMATION SHEET

Buyer Name: _____

Seller Name: _____

Property Address: _____

We are the closing attorneys for the above referenced closing. You can help us produce a smooth closing by faxing or emailing the following information to the attention of your paralegal as soon as possible. Please note we have two office locations

PLEASE BE SURE TO CONTACT THE CLOSING ATTORNEY AT LEAST 10 DAYS PRIOR TO THE EXPIRATION OF THE DUE DILIGENCE PERIOD TO OBTAIN INFORMATION REGARDING ANY POSSIBLE DEFECTS IN TITLE OR SURVEY.

1) **BUYER INFORMATION:** Marital Status: Married _____ Single _____ Separated _____
(Spouse Name: _____)

Phone Number: Home: _____ Work: _____

***If legally separated, we will need a copy of a recorded Separation Agreement;

If legally divorced, we will need a copy of the Divorce Decree

Buyers email address or fax number for us to send a Settlement Statement _____

2) **NEW MORTGAGE COMPANY INFORMATION:**

First Mortgage: _____
Company Name: _____

Contact: _____ Phone: _____

Email: _____

Second Mortgage: _____
Company Name: _____

Contact: _____ Phone: _____

Email: _____

3) **REALTOR INFORMATION:**
Commission amount is _____ % EMAIL ADDRESS: _____

Are there any bonuses or deductions from your commission? _____ If yes, please explain: _____

4) HOMEOWNERS INSURANCE:

Company Name: _____ Phone: _____

Contact: _____

Email: _____

****Please have buyer contact the insurance agent with the mortgage company information!!!****

5) HOME WARRANTY, INSPECTIONS, OR REPAIR INVOICES TO BE PAID AT CLOSING:

Please note that most lenders require copies of all invoices paid on the HUD therefore please note that if invoices are not provided prior to closing, they will NOT be on the HUD. Please email or fax copies as soon as available.

****PLEASE NOTE: WARRANTY CHECKS WILL BE PROVIDED TO THE AGENT WHO ORDERS THE WARRANTY SO THAT THE AGENT CAN MAIL TO THE WARRANTY PROVIDER****

6) Will ALL buyers attend closing? _____ YES _____ NO

If the buyer is unable to attend closing, the lender will require and MUST approve a SPECIFIC Power of Attorney. Our customary fee for a Specific Power of Attorney for one buyer is \$125.00 and \$175.00 for two buyers. Please contact your paralegal to make arrangements if necessary. IMPORTANT: If the buyer is obtaining a loan, HIS/HER SPOUSE WILL BE REQUIRED TO SIGN THE DEED OF TRUST, EVEN IF THE SPOUSE IS NOT A CO-BORROWER.

7) RESTRICTIONS:

Copies of Restrictions can be obtained from the Homeowners Association Management Company. Please contact them directly if copies are needed or desired.

8) SURVEY:

If you have not already advised us about getting a survey, please let us know. We always recommend getting a survey for the buyer's own protection. The buyer isn't covered as far as survey matters go in the title policy unless they have a new survey in their name. The lender is always covered. Ultimately, it is the buyer's choice and if they decide NOT to get one. We will then have them sign an affidavit at closing saying they waived that option.

If this is a property in South Carolina, the Selling Agent is responsible for ordering the survey and must deliver it to McMillan, Psaroudis & Markey, PA (your paralegal) prior to closing!

Additional info: _____

****Receipt of this Buyers Information Sheet Acknowledged by: _____**

We look forward to working with you and we thank you for your assistance!