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| Daniel A. Terry  Stephanie M. Barfield\*  Jonathan B. Polking  Richard G. Hoefling\*\*  \*Licensed in NC and SC  \*\*Of Counsel   |  | | --- | |  | | The Terry Law Firm, PLLC  Attorneys at Law  1915 Rexford Road, Suite 150  Charlotte, NC 28211 | Telephone (980) 265-1300  Facsimile (980) 265-1303  www.theterrylawoffice.com |

**BUYER INFORMATION SHEET – *PLEASE READ ALL DETAILS***

***\*\*\*\*\*\*PLEASE LET US KNOW AS SOON AS POSSIBLE IF YOU WOULD LIKE A SURVEY ORDERED \*\*\*\*\*\****

***YES PLEASE ORDER \_\_\_\_\_\_\_\_\_\_\_\_\_ DECLINE A NEW SURVEY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**To avoid last minute issues arising because of issues revealed by survey, we have to request that we receive the notification to order a survey at least two (2) weeks before the end of due diligence. Our surveyors have requested a two week window to obtain a survey. If the contract comes in and due diligence is up within days, the survey *will not* be here prior to the due diligence date.**

**We realize that appraisals and various inspections need to be done, but please be aware that those circumstances are beyond our control and ordering the survey after those items have been completed can mean the survey may not be here in a timely manner.**

***PLEASE NOTE: In response to recent issues of bank fraud, etc., we require a wire for all proceeds due at closing. We can no longer accept cashier/certified checks or ACH transactions. Please contact the closing paralegal for wiring instructions.***

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Buyer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are the closing attorney for the above referenced closing. You can help us produce a smooth closing by faxing or emailing the following information to the attention of Sarah Plott at 980-265-1303 or **emailing to** [**splott@theterrylawoffice.com**](mailto:splott@theterrylawoffice.com) **or Stephanie Corter, scorter@theterrylawoffice.com.**

**LEGAL REQUIREMENTS:**

**1 - If legally separated we will need a copy of a recorded Separation Agreement.**

**2 - If a corporation or LLC we will need a copy of the Articles of Incorporation or Operating Agreement**

**3 – If a Trust we will need the Trust Agreement**

1. **Buyer information**:

Marital Status: Married \_\_\_\_\_; Single \_\_\_\_\_; Separated \_\_\_\_\_

**Spouse’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Current Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the subject property be your primary residence? \_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

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

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **New Mortgage Company Information:**
2. First Mortgage:

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Mortgage or Equity Line** (if a 2nd mortgage is being obtained)

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your loan will be to one borrower, the non borrowing spouse must attend the closing and sign specific loan documents. Even if the spouse is not a co-borrower on the loan, they will have marital interest in the property.**

1. Realtor Information: Selling Agent: \_\_\_\_%

Are there any bonuses or deductions from your commission? \_\_\_\_\_\_\_\_\_\_\_\_\_, if yes, please explain below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Homeowners Insurance:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Home Warranty, Invoices, Repairs, etc. to be paid at closing (We need all invoices to pay it on the HUD)

$ \_\_\_\_\_\_\_\_\_\_\_ Payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_\_ Payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_\_ Payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ \_\_\_\_\_\_\_\_\_\_\_ Payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE NOTE: Warranty checks will be provided to the agent who orders the warranty so that the agent can mail to the warranty provider.

1. 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 is $200.00 per Power of Attorney. 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, and any other applicable documents even if the spouse is not a co-borrower on the loan, they will have marital interest in the property.**

1. Restrictions: We will be happy to provide the buyer with a copy of the neighborhood restrictions. There will be a charge for obtaining a copy of the restrictions as well as a copy of the recorded restrictions – this could result in a delay in the closing. Please contact our office in writing if you would like to have a copy of the Restrictions provided to you.

ADDITIONAL NOTES FOR YOUR PARALEGAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return the form as soon as possible to avoid any delays in closing.

**We sincerely appreciate the trust you have placed in our firm with such an important event as purchasing your home. We will give you the personal attention you deserve and please do not hesitate to call or email Dan Terry or your paralegal with any questions**!

Thank you for your understanding and cooperation! We look forward to working with you.

Our firm also serves clients in the following areas:

**Wills, Trusts, Estate Planning and Probate Administration**

**Commercial Real Estate --- Commercial Real Estate Lending --- Corporate and Business Law**

**Wills, Trusts, Estate Planning and Probate Administration**

* ***DO YOU HAVE AN ESTATE PLAN TO PROTECT YOU AND YOUR LOVED ONES*** *(e.g. Will and Last Testament, General Durable Power of Attorney, Healthcare Power of Attorney and Advanced Directive Regarding a Natural Death, HIPPA Release Authorization, Other Trust(s) (e.g. for minor children, estate or inheritance tax purposes, special needs or other protections))****?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*

* ***WOULD YOU LIKE A MEMBER OF OUR FIRM’S ESTATE PLANNING TEAM TO CONTACT YOU TO DISCUSS THE PREPARATION OF AN ESTATE PLAN FOR YOU AND/OR TO REVIEW/ UPDATE YOUR CURRENT ESTATE PLAN (DUE TO DESIRED CHANGES OR NEEDED CHANGES FROM CERTAIN LIFE EVENTS*** *(e.g. recently moved from another state, inherited or will inherit assets, recently married, separated, divorced, or remarried, had or will be having children, or other life changes)****)?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*

* ***HAS A FAMILY MEMBER/FRIEND RECENTLY PASSED AWAY FOR WHICH YOU WOULD LIKE OUR FIRM’S ESTATE ADMINISTRATION TEAM TO CONTACT YOU TO ASSIST YOU WITH THE PROBATE OF HIS/HER ESTATE?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*

**Corporate and Business Law**

* ***DO YOU NEED ASSISTANCE WITH THE FORMATION OF A BUSINESS*** *(e.g. limited liability company, corporation (s-corp or c-corp), partnership, other)* ***AND WOULD YOU LIKE A MEMBER OF OUR CORPORATE TEAM TO CONTACT YOU TO ASSIST?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*

* ***DO YOU NEED ASSISTANCE WITH ANY OTHER BUSINESS/CORPORATE MATTERS*** *(e.g. sale, purchase, succession planning, or dissolution of your business, preparation or review of employment or severance agreements or other business contracts, or any other matters related to your business)* ***AND WOULD YOU LIKE A MEMBER OF OUR FIRM’S CORPORATE TEAM TO CONTACT YOU TO ASSIST?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*

**Commercial Real Estate**

* ***DO YOU NEED ASSISTANCE WITH ANY COMMERCIAL REAL ESTATE MATTERS*** *(e.g. sale, purchase, and/or financing of commercial real property, or preparation or review of any leases as tenant or landlord, or any other commercial real estate matters)* ***AND WOULD YOU LIKE A MEMBER OF OUR FIRM’S COMMERCIAL REAL ESTATE TEAM TO CONTACT YOU TO ASSIST?***

PLEASE CHECK ONE: ***YES*** *\_\_\_\_\_ /* ***NO*** *\_\_\_\_\_*