

Roper & Taylor, P.A. Attorneys at Law

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BUYER'S AGENT INFORMATION SHEET

To help ensure a timely closing for all parties involved, please complete **IN FULL** this form and return it to us via e-mail to packages@roperlaw.net or fax it to 919-847-1280 as soon as possible.

BUYER(S) AGENT: _____

BUYER(S) LEGAL NAME: _____

PHONE#: _____ **E-MAIL ADDRESS:** _____

PROPERTY ADDRESS: _____ **Closing Date/Time:** _____

DUE DILIGENCE EXPIRATION DATE: _____

Is there a Real Estate Company document or processing fee? Yes No If Yes, how much? _____

SELLER(S) LEGAL NAME: _____

SELLER(S) AGENT NAME: _____ **Phone:** _____ **Fax:** _____

LENDER INFORMATION:

• Buyer's Lender: _____ Contact Name: _____

• E-mail Address: _____ Phone #: _____ Fax #: _____

If there is a 2nd mortgage (equity line) with this closing, please fill out below:

• Buyer's Lender: _____ Contact Name: _____

• E-mail Address: _____ Phone #: _____ Fax #: _____

HOMEOWNER'S INSURANCE INFORMATION:

Insurance Company Name: _____

Insurance Agent's Name: _____ Phone Number: _____

If you are a member of USAA/ TRAVELERS include member#: _____

Termite Inspection Company: _____ Amount \$ _____ Paid Already? Yes No

DO YOU WANT US TO ORDER A SURVEY? Yes No

*WE CAN'T GUARANTEE A DELIVERY DATE FOR SURVEY, PLEASE ORDER AS SOON AS POSSIBLE!!!! To ensure that the Seller has marketable title, we strongly recommend that the Buyer obtain a new survey for verification. If Buyer forgoes survey, they will sign a disclaimer as a part of closing. PLEASE NOTE: We **DO NOT** order out of county surveys, but if your Buyer wants one, please let us know and we will give try to give you a Surveyor to call. PLEASE NOTE: The cost of a Survey usually averages between \$400.00 and \$500.00.*

Buyer(s) Marital Status: Single, Married, Divorced, Separated, Widow/Widower, Unknown

Please circle: **Will one / both buyer(s) be at closing?** Will you need a Power of Attorney? Yes No

PLEASE NOTE: If you are married but your spouse is not a Borrower on the loan, the non-borrowing spouse still needs to attend closing to sign certain documents. If the Buyer is separated, Buyer will either need a recorded Free Trader Agreement or Memorandum of Separation Agreement.

E-MAIL ADDRESS to send Closing Disclosure/Hud-1: _____

Please send copies of the Home Inspection, Well/Septic Inspection, Repair, Etc. invoices to our office if you would like them paid at closing ASAP (preferably 2-3 weeks in advance of closing). They can be e-mailed to packages@roperlaw.net or faxed to (919) 847-1280.

REMINDER: CERTIFIED FUNDS REQUIRED FOR CLOSING; IF OVER \$10,000.00, WE REQUIRE A WIRE!
NOTE: FAILURE TO COMPLETE IN A TIMELY MANNER MAY DELAY YOUR CLOSING!