

Roper & Taylor, P.A. Attorneys at Law

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BUYER'S AGENT INFORMATION SHEET

NOTE: FAILURE TO COMPLETE IN A TIMELY MANNER MAY DELAY YOUR CLOSING!

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 919-845-1043 as soon as possible.

BUYER(S) AGENT:

BUYER(S) LEGAL NAME:

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

CURRENT ADDRESS: _____

PROPERTY ADDRESS:

WILL BUYER OCCUPY THE PROPERTY: Yes No

CLOSING DATE:

DUE DILIGENCE EXP DATE:

SELLER(S) LEGAL NAME:

SELLER(S) AGENT:

Email:

Phone:

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

Buyer's Agent Commission _____ %.

LENDER INFORMATION: _____ **Contact Name:** _____

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

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

2ND Lender: _____ **Contact Name:** _____

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

HOMEOWNER'S INSURANCE INFORMATION:

Insurance Company: _____ **Agent's Name:** _____ **Phone #:** _____

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,

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. **SPOUSE NAME IF NOT SHOWN ABOVE:** _____

If the Buyer is separated, Buyer will either need a recorded Free Trader Agreement or Memorandum of Separation Agreement.

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

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) 845-1043.

**REMINDER: CERTIFIED FUNDS REQUIRED FOR CLOSING; IF OVER \$10,000.00, WE REQUIRE A WIRE!
TO AVOID POSSIBLE FRAUD BUYERS MUST CALL US BEFORE REQUESTING A WIRE TO CONFIRM
WIRING INSTRUCTIONS**