

# Roper & Associates, P.A.

5660 Six Forks Road, Suite 104, Raleigh, NC 27609 / (919) 847-1228 (Office) / (919) 845-1043 (Fax)

## 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 2<sup>nd</sup> mortgage (equity line) with this closing, please fill out below:**

**2<sup>ND</sup> 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**