

The Roper Law Firm, 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

IS THIS A MANUFACTURED HOME? Yes No *****IF YES, PLEASE CONTACT OUR OFFICE IMMEDIATELY. OUR OFFICE DOES NOT CONDUCT CLOSINGS ON MANUFACTURED HOMES.*****

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 try to give you a Surveyor to call. PLEASE NOTE: The cost of a Survey usually averages between \$600.00 and \$700.00.*

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 ARE REQUIRED FOR CLOSING; IF THE AMOUNT IS OVER \$10,000.00, WE REQUIRE A WIRE! TO AVOID POSSIBLE FRAUD BUYERS MUST CALL US BEFORE REQUESTING A WIRE TO CONFIRM WIRING INSTRUCTIONS.