

The Bailey Law Group, PC
15800 John J. Delaney Drive, Suite 530
Charlotte, North Carolina 28277
704 / 544-2922; Fax 704 / 544-0688

Buyer: _____
Seller: _____
Address: _____
Closing Date: _____

- 1) **Buyer Information:**
Marital Status: _____
Phone Number: Home _____ Work _____

*****IF EITHER BUYER CANNOT BE PRESENT AT CLOSING, PLEASE CALL OR EMAIL ASAP SO THAT ARRANGEMENTS CAN BE MADE FOR A POWER OF ATTORNEY*****

- 2) **Mortgage Company Information:**
Company Name _____
Contact _____ Phone Number _____

- 3) **Real Estate Commission:**
Total commission _____ %
Listing Agent _____ %; Selling Agent _____ %
Are there any bonuses or deductions from your commission? _____

- 4) **Homeowners Insurance:**
Company Name _____
Contact _____ Phone Number _____

- 5) **Does the Buyer want a new survey?** ____ Yes ____ No

- 6) **Invoices or Repair Credits to be paid at closing:**
\$ _____ payable to _____ for _____
\$ _____ payable to _____ for _____
\$ _____ payable to _____ for _____
\$ _____ payable to _____ for _____

- 7) **Do you prefer a fax or an e-mail when the HUD-1 is ready?**
____ Fax to _____
____ Email to _____