

**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) **Seller Information:**

Marital Status: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

**\*\*\*IF THE SELLER(S) CANNOT BE PRESENT AT CLOSING, PLEASE CALL OR EMAIL ASAP SO THAT ARRANGEMENTS CAN BE MADE FOR SELLER DOCS TO BE SENT\*\*\***

2) **First Mortgage:**

Company Name \_\_\_\_\_

Loan Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**Second Mortgage or Equity Line (if applicable):**

Company Name \_\_\_\_\_

Loan Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**\*\*NOTE - IN REGARDS TO EQUITY LINES OR REVOLVING LINES OF CREDIT, THE SELLER IS RESPONSIBLE FOR PROVIDING A LETTER FROM THE LENDER TO OUR OFFICE STATING THE ACCOUNT HAS BEEN BLOCKED TO FUTURE ADVANCES\*\***

3) **Real Estate Commission:**

Total commission \_\_\_\_\_%

Listing Agent \_\_\_\_\_%; Selling Agent \_\_\_\_\_%

Are there any bonuses or deductions from your commission? \_\_\_\_\_

4) **Is there a Homeowners Association?**

\_\_\_\_\_ Yes; Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Amount \$ \_\_\_\_\_ and frequency of dues \_\_\_\_\_

\_\_\_\_\_ No

5) **Is there a third party Involved on behalf of the seller?**

\_\_\_\_\_ Yes; Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ No

6) **Invoices or Repair Credits to be paid at closing:**

\$ \_\_\_\_\_ payable to \_\_\_\_\_ for Home Warranty

\$ \_\_\_\_\_ 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 \_\_\_\_\_

Please contact us directly with your Social Social Security number.  
Print this form when completed and fax to 704-544-0688.