

The Bailey Law Group, PC
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Charlotte, North Carolina 28277
704 / 544-2922; Fax 704 / 544-0688

To: _____
Fax #: _____

From: Ellen Rummage, ext. 11, erummage@thebaileylawgroup.com
Andy Clark, ext, 12, aclark@thebaileylawgroup.com

Buyer: _____
Seller: _____
Property 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:**

Your commission amount is _____ %
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 _____

