

The Bailey Law Group, PC

15800 John J. Delaney Drive, Suite 530

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) **SELLER INFORMATION:**

Marital Status: _____

Social Security Number(s) _____ and _____

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) **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

1) **INVOICES OR REPAIR CREDITS TO BE PAID AT CLOSING:**

\$ _____ payable to _____ for Home Warranty

\$ _____ payable to _____ for _____

\$ _____ payable to _____ for _____

2) **DO YOU PREFER A FAX OR AN E-MAIL WHEN THE HUD-1 IS READY?**

_____ Fax to _____

_____ Email to _____