

McMillan & Terry, PA

Southpark Office

6101 Carnegie Blvd., Suite 310

Charlotte, NC 28209

Phone (704) 552-9997; Fax (704) 552-0540

University Office

301 McCullough Drive, Suite 100

Charlotte, NC 28262

Phone (704) 552-9997; Fax (704) 295-0850

To: _____, Closing Paralegal

From: _____, Listing Agent

Re:

Buyer: _____

Seller: _____

Address: _____

- 1) **Will all sellers attend closing? If no, please contact us IMMEDIATELY so that we can arrange for paperwork to be prepared early!!**

___ Yes ___ No

PLEASE NOTE IF THE SELLER IS MARRIED, HIS/HER SPOUSE WILL BE REQUIRED TO SIGN THE DEED EVEN IF THE PROPERTY WAS PURCHASED BEFORE THE SELLER WAS MARRIED.

- 2) **Seller Information:**

Social Security Number(s) _____ and _____

Forwarding Address: _____

Phone Number - Home _____ Work _____

- 3) **Current Mortgage Company Information:** (we cannot order payoffs without complete info)

First Mortgage -

Company Name _____

Loan Number _____ Phone Number _____

Second Mortgage or Equity Line (if applicable, even if zero balance)

Company Name _____

Loan Number _____ Phone Number _____

NOTE: PRIOR TO CLOSING, YOU AND YOUR CLIENT ARE RESPONSIBLE FOR PROVIDING A LETTER TO OUR OFFICE THAT THIS ACCOUNT HAS BEEN BLOCKED TO FUTURE ADVANCES - SEE SECOND FAX TO FOLLOW.

Please have the seller sign below (or sign below as seller's agent) authorizing McMillan & Terry, PA to obtain payoffs on behalf of the seller.

I authorize payoff information to McMillan & Terry, PA.

W

Seller (or Seller's Agent)

4) **Real Estate Commission:**
Total Commission _____%
Listing Agent Commission _____% Selling Agent Commission _____%
Are there any bonuses or deductions from the commission? _____ If yes, please explain _____

5) **Homeowners Association?**
___ Yes; Contact _____ Phone Number _____
Amount \$ _____ and Frequency of Dues _____
** We will be contacting the association for information on dues. If the contact is an individual, please provide daytime and evening phone numbers.
___ No

6) **Relocation Company Involved?**
___ Yes; Contact _____ Phone Number _____
___ No

7) **Home Warranty, Invoices or Repair Credits to be paid at closing:**
\$ _____ payable to _____
\$ _____ payable to _____

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

Notes: _____

**** WARNING!! Please Note ****

**A survey will be ordered by McMillan & Terry.
Thanks for your assistance!!**