

# 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: \_\_\_\_\_, Selling Agent

Re:

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

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

- 1) **Will all buyers 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 BUYER IS OBTAINING A LOAN, HIS/HER SPOUSE WILL BE REQUIRED TO SIGN THE DEED OF TRUST, IF APPLICABLE, EVEN IF THE SPOUSE IS NOT A CO-BORROWER.

- 2) **Buyer Information:**

Phone Number - Home \_\_\_\_\_ Work \_\_\_\_\_

- 3) **New Mortgage Company Information:**

First Mortgage -

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

Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Second Mortgage or Equity Line (if applicable) -

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

Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

- 4) **Real Estate Commission:**

Are there any bonuses or deductions from your commission? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

- 5) **Homeowners Insurance:**

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

Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\* Please have buyer contact the insurance agent with the mortgage company information!!

\*\* **We must have this information to provide to the lender so that we may receive a loan package!!**

- 6) **Home Warranty, Invoices or Repair Credits to be paid at closing:**

\$ \_\_\_\_\_ payable to \_\_\_\_\_

\$ \_\_\_\_\_ payable to \_\_\_\_\_

\$ \_\_\_\_\_ payable to \_\_\_\_\_  
\$ \_\_\_\_\_ payable to \_\_\_\_\_  
\$ \_\_\_\_\_ payable to \_\_\_\_\_

7) **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 in order to protect your buyer and obtain full owner's title insurance coverage for your buyer.**

**Thanks for your assistance!!**