

REAL ESTATE CLOSING INFORMATION
(LISTING AGENT AND SELLING AGENT TO PROVIDE INFORMATION TO CLOSING ATTORNEY)

Property: _____

Attached: ☐ Offer to Purchase and Contract & All Addenda ☐ Deed ☐ Survey ☐ Title Insurance Policy

BUYER

NAME(S): _____ Marital Status _____

Current Address: _____

Phones: Home: _____ Cell: _____ Work: _____ Fax: _____

SSN: (Arrange to Provide to Closing Attorney Via a Secure Method)

Email: _____ Email: _____

LOAN INFORMATION: Will Buyer Attend Closing? ☐ Yes ☐ No

Lender: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

HAZARD INSURANCE:

Agent: _____

Phone: _____ Fax: _____ Email: _____

Premium Amount \$ _____ ☐ Paid in Advance ☐ Paid at Closing ☐ Buyer Will Deliver Policy to Closing

FLOOD INSURANCE:

Agent: _____

Phone: _____ Fax: _____ Email: _____

Premium Amount \$ _____ ☐ Paid in Advance ☐ Paid at Closing ☐ Buyer Will Deliver Policy to Closing

HOA MANAGEMENT CO #1:

Contact: _____

Phone: _____ Fax: _____ Email: _____

HOA MANAGEMENT CO #2:

Contact: _____

Phone: _____ Fax: _____ Email: _____

SURVEY: Surveyor: _____ Fee: _____

Phone: _____ Fax: _____ Email: _____

☐ Buyer authorizes Attorney to order survey ☐ Buyer will provide survey to Attorney prior to closing

SELLING FIRM: Agent: _____

Phone: _____ Fax: _____ Email: _____

FIRM COMPENSATION PAID BY BUYER: _____

BUYER'S ATTORNEY: Paralegal: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

ADDITIONAL INFORMATION: (List any bills to be paid by Buyer) _____

SELLER

NAME(S): _____ **Marital Status:** _____

Current Address: _____

Phones: Home: _____ Cell: _____ Work: _____ Fax: _____

Email: _____ **Email:** _____

Forwarding Address: _____

Is this the Seller's primary residence? ☐ Yes ☐ No Will Seller Attend Closing? ☐ Yes ☐ No

☐ Closing Attorney to Prepare Seller's Closing Documentation ☐ Closing Documents To Be Mailed To Seller For Signing

☐ Seller's Attorney/Relocation Company Will Provide Closing Documentation

SELLER TO PROVIDE PERSONAL INFORMATION TO CLOSING AGENT:

SSN: (Arrange to Provide to Closing Attorney Via a Secure Method)

EXISTING LOANS/LIENS: (Arrange to Provide Loan Numbers to Closing Attorney Via a Secure Method)

1st Mortgage: _____ Equity Line of Credit: ☐ Yes ☐ No

Phone: _____ Fax: _____ Email: _____

Address: _____

2nd Mortgage: _____ Equity Line of Credit: ☐ Yes ☐ No

Phone: _____ Fax: _____ Email: _____

Address: _____

3rd Mortgage: _____ Equity Line of Credit: ☐ Yes ☐ No

Phone: _____ Fax: _____ Email: _____

Address: _____

Indicate if any of the above loans are to be assumed: _____

List Any Additional Liens or Judgments: _____

CURRENT TITLE INSURANCE INFORMATION: _____

HOA MANAGEMENT CO #1: _____ **Contact:** _____

Phone: _____ Fax: _____ Email: _____

HOA MANAGEMENT CO #2: _____ **Contact:** _____

Phone: _____ Fax: _____ Email: _____

TOTAL COMMISSION: \$ _____ **Paid to Listing Firm:** \$ _____ **Paid to Selling Firm:** \$ _____

SELLER'S ATTORNEY: _____ **Paralegal:** _____

Phone: _____ Fax: _____ Email: _____

Address: _____

LISTING FIRM: **Shore Realty** **Agent:** **Teresa Rush Cremia**

Phone: **(252)441-3416** Fax: _____ Email: **trush@outerbankshome.com**

ADDITIONAL INFORMATION: (List any bills to be paid by Seller) _____

✓	Check Only Applicable Items	Provider	Ordered By/ Date	Cost	Paid By: B/S	POC: Y/N
	Asbestos Inspection					
	Asbestos Abatement					
	Contractor/Structural Letter					
	Home Inspection					
	Home Warranty					
	Lead Paint Inspection					
	Lead Paint Abatement					
	Moisture Evaluation					
	Moisture Abatement					
	Radon Inspection					
	Radon Abatement					
	Related Repairs					
	Related Repairs					
	Related Repairs					
	Septic Inspection					
	Septic Repairs					
	Soil Contamination Report					
	Survey					
	Tank Removal/Abandonment					
	Well Inspection					
	Well Repairs					
	Well Abandonment					
	Wood Destroying Report					
	Wood Destroying Treatment					

Additional Information