

BUYERS CHECKLIST

Please Fax information Back to 828-394-4207 or e-mail to [paralegal@jrfattorney.com](mailto:paralegal@jrfattorney.com)

Estimated CLOSING DATE: \_\_\_/\_\_\_/\_\_\_

Estimated CLOSING TIME: \_\_\_:\_\_\_ AM or PM

**We would appreciate your assisting us in gathering the buyer's information as follows and faxing or emailing back to our office. This information needs to be provided to our office ASAP.**

*Please circle:*

This Purchase will be a: Primary Residence / 2<sup>nd</sup> Home / Investment Property

Buyers' names as they will be shown on the deed:

\_\_\_\_\_

*Please circle:*

Married / Single / Divorced / Separated (need copy of recorded separation agreement)

The Buyers may be reached at (Best Phone) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Buyers Email Address: \_\_\_\_\_@\_\_\_\_\_

Buyer's Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***Please note that ALL Buyers/Borrowers -including spouse(s)- must attend closing and sign certain documents, even if not on the loan. Please contact us immediately if a Power of Attorney will be necessary.***

Mortgage Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Do you have approval? Y / N Phone and/or Email: \_\_\_\_\_

Please have your lender send us your Home Owners Insurance Company info and invoice.

Termite report will be done by: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

(Please fax a copy of the report as well as the invoice)

If there are any brokerage fees due from the buyer to selling agent, please write the amount of the fee and whether it should be a separate check from the commission check:

\$ \_\_\_\_\_ Separate Check? Y / N

If you are providing a Disbursement Authorization, we MUST receive it 24 hours prior to closing in order to honor it.

Any additional charges to be collected at closing: (Please fax a copy of all invoices to be paid at closing ASAP)

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**I have read the terms and conditions of representation of Fleischer Law Office and understand and agree to the same. I grant permission to Fleischer to share the closing statement and other closing documents pertaining to this purchase with my realtor.**

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE BE ADVISED THAT ALL CLOSING FUNDS MUST BE IN THE FORM OF A CASHIERS CHECK, CERTIFIED CHECK, OR MONEY ORDER MADE PAYABLE TO FLEISCHER LAW OFFICE.**