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Real Estate Closing Information Sheet – for the Buyers

Note: This form can be filled out and electronically submitted online using the Adobe Acrobat Reader (freely available from Adobe) or you may print out these pages, fill them in, and fax them to the Law Office of Leslie A. Argenta, PLLC using the above contact information.

RE: Closing scheduled for: _____ (Date), at _____ (Time)

Property Address of Sale: _____

County: _____

**** Please fax a copy of the fully executed contract to use as soon as possible ****

**** ALL CLOSING FUNDS ARE TO BE IN THE FORM
OF A CASHIERS CHECK PAYABLE TO:
LAW OFFICE OF LESLIE A. ARGENTA, PLLC ****

Buyers' Information

If Buyer is a corporation or a limited liability company, please provide us with its tax identification number.

Buyer #1:

Name: _____

Marital Status: _____

Phone Numbers: Home: _____ Work: _____

Email: _____

Current Mailing Address: _____

Buyer #2:

Name: _____

Marital Status: _____

Phone Numbers: Home: _____ Work: _____

Email: _____

Current Mailing Address: _____

If there are more than two buyers, please explain in the Additional Information section. (bottom)

Lender Information

Name of Lender: _____

Lender Contact: _____

Phone Number: _____

If there is more than one loan, please provide contact in the Additional Information section. (bottom)

Hazard Insurance Information

Name of Insurer: _____

Insurer Contact: _____

Phone Number: _____

If there are other policies, please provide contact in the Additional Information section. (bottom)

Property Survey

It is recommended that all Buyers obtain a current survey of any property they are purchasing.

Do Buyers want a survey of the property ordered? Yes or No (*check one*)

Real Estate Agent Information

Buyers' Real Estate Agent:

Name: _____

Company: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Sellers' Real Estate Agent:

Name: _____

Company: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Commission Based On: \$ _____

Sellers' Agent Percentage: _____

Buyers' Agent Percentage: _____

Any Other Fees (*please describe*): _____

Any Credits (*please describe*): _____

Closing Information

Will Buyers be present at the closing? Yes or No (*check one*)
IF NOT, will a Power of Attorney be needed? Yes or No (*check one*)

Are Buyers obtaining a termite inspection? Yes or No (*check one*)
Are Buyers obtaining a home inspection? Yes or No (*check one*)

**If YES to either, please provide copies of the invoices.*

Additional Information

Please use the space below to enter any additional information that may be useful for this closing:

Once completed, please submit this information to the Law Office of Leslie A. Argenta, PLLC in order to schedule and prepare for your closing. If filled out online, this form can be submitted electronically by pressing the submit button below. Otherwise, please fax completed form to (919) 854-0487.