



**BUYERS INFORMATION SHEET**

Note: To ensure a timely closing for all parties involved, please complete this form **in full** using Adobe Acrobat Reader (freely available) and return it by either emailing it to us at [Jen@jonathanmccollum.com](mailto:Jen@jonathanmccollum.com) or faxing them to McCollum Law, PC at 919-882-1210.

Buyer(s) Information

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

Legal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Home  Work  Mobile

Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Home  Work  Mobile

Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Buyer(s) Marital Status:  Single  Married  Divorced  Separated  Widow/Widower

Lender Information

Name of Lender: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**If there is a 2<sup>nd</sup> mortgage (equity line) with this closing, please fill the following information:**

Name of Lender: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Real Estate Agent Information

**Buyer(s) Real Estate Agent**

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Seller(s) Real Estate Agent**

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Commission Total Percentage (%): \_\_\_\_\_

Sellers' Agent Percentage (%): \_\_\_\_\_

Buyers' Agent Percentage (%): \_\_\_\_\_

Any Other Real Estate Fees: \_\_\_\_\_

Homeowner(s) Insurance Information

Insurance Company Name: \_\_\_\_\_

Insurance Agent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you are a member of USAA/Travelers, please include member #: \_\_\_\_\_

Property Survey

Do Buyer(s) want a survey of the property ordered?  Yes  No

**Note: To ensure that the Seller(s) have a marketable title, we strongly recommend that the Buyer(s) obtain a new survey for verification. If the Buyer(s) forgoe a survey, they will need to sign a disclaimer as a part of their closing. The cost of a survey usually averages between \$400.00 to \$500.00.**

Closing Information

Will the property be your primary place of residence?  Yes  No

Will the buyer(s) be at closing?  Yes  No

If **No**, will a Power of Attorney be needed?  Yes  No

**Note: If you are married, and your spouse is not a borrower on the loan, the non-borrowing spouse still needs to attend closing to sign certain documents. If the buyer is separated, buyer will either need a recorded Free Trader Agreement or Memorandum of Separation Agreement. Please contact our office to obtain these documents if you do not already have them.**

Are buyer(s) obtaining a termite inspection?  Yes  No Amount: \_\_\_\_\_

Are buyer(s) obtaining a home inspection?  Yes  No Amount: \_\_\_\_\_

**Please send copies of the home inspection, well/septic inspection, repair, etc. invoices to our office if you would like them paid at closing ASAP (preferably 2-3 weeks in advance of closing). They can be e-mailed to [Jen@jonathanmccollum.com](mailto:Jen@jonathanmccollum.com) or faxed to (919) 882-1210.**

Additional Information