

File Number 07-

Is the termite report a seller expense? _____ If so, who will be doing the inspection? _____
Cost? _____

Seller's E-mail address: _____

Sellers' home telephone # _____ His work # _____ Her work # _____

Sellers' Social Security numbers: His _____ Hers _____

Sellers' forwarding address: _____

Who will be preparing the seller documents? _____

Will the Seller be attending closing? Yes _____ No _____

Who will act as seller's Power of Attorney, if needed? _____

If Power of Attorney already exists, a copy MUST be forwarded to us for review PRIOR TO CLOSING.

Is there fuel oil/propane to be measured? _____

Is CO inspection required? Yes _____ No _____

If so, please fax a copy of the CO to our office PRIOR to closing. If one is not provided, we will presume that you will be providing this to the Buyer outside of closing. Also, if any repair bills are necessary to obtain, we will presume they are being handled outside of closing unless you present them to us for inclusion in the HUD, if desired, prior to closing.

Is the Seller providing a Home Warranty? _____

Has this home warranty been ordered? Yes _____ No _____

If it has been ordered, what is the name of the home warranty company? _____

The confirmation number? _____ and the amount to be collected on the HUD, if any? _____

(Please note, if we are not presented with a home warranty bill, our office will presume that this home warranty is being ordered by you and settled outside of closing; or, if we are given a verbal amount to collect, you will be given a check to forward.)

If this property is subject to homeowner/road maintenance assessments, the name and telephone number of the Treasurer of that association is: _____

(Please note, our office will prorate the association dues as if they have been paid pursuant to the information provided in the contract. If you have knowledge of delinquent association dues, please notify our office prior to closing. Also, many association treasurers work and are not available during office hours at their home telephone number. If so, it may be incumbent upon you to contact them or provide us their work number to obtain a written statement for your client from the association that the dues are paid current. Please obtain this and provide it to our office prior to closing.)

What is the real estate commission? _____ %

Do you wish for the commission to be split Yes _____ No _____

If you choose "No," then one check will be cut to **the listing agent**.

The amount of the Deposit held by you is \$ _____ which will be coming to closing? Yes _____ No _____

What is the Sellers marital status? _____

If the Seller is married both must attend closing or provide satisfactory evidence to attorney of spouses's release of any marital interest. Unless you advise us otherwise, we will assume all the sellers and spouses will be coming to closing.

Please provide us with any charges for repairs, etc. to be collected or out of pocket expenses to be reimbursed to you.

When completed, please fax this information to byratnam at 828-258-1305 as soon as possible.

***If you feel your client would benefit from reviewing the specifics of their closing documents with byratnam prior to closing, please call our office to set up a time for them to come in to do so.*

DIRECT DIAL NOS:

George F. Goosmann, IV-350-3777
William K. Reed-350-3788
Russ Farmer-350-3782
Laura Rice-350-3778
Jennifer Garrison-350-3786
Ronda Warren-350-3781
Melissa Dover-350-3784
Sandra Underwood-350-3779
Ronda Barton-350-3783
Cynthia McCullers-350-3780

John R. Rose-350-3766
Phillip C. Price-350-3799
Cathy Robinson-350-3770
Iris Bradley-350-3767
Jan McGlohon-350-3768
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