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Real Estate Closing Information Sheet – for the Sellers

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 PROVIDE US WITH A COPY OF YOUR TITLE INSURANCE POLICY AND
YOUR SURVEY AS SOON AS POSSIBLE****

Sellers' Information

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

Seller #1:

Name: _____

Social Security Number: _____

Marital Status: _____

Phone Numbers: Home: _____ Work: _____

Email: _____

Seller #2:

Name: _____

Social Security Number: _____

Marital Status: _____

Phone Numbers: Home: _____ Work: _____

Email: _____

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

Please provide a forwarding address for the Sellers that will be valid after the closing:

Forwarding Address: _____

Loan Payoff Information

Loan #1:

Name of Lender: _____

Loan Number: _____

Toll Free Phone Number: _____

Date Last Payment Was Made: _____

Loan #2:

Name of Lender: _____

Loan Number: _____

Toll Free Phone Number: _____

Date Last Payment Was Made: _____

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

Homeowners Association Information

Name of Homeowners Association: _____

Name of Contact for Homeowners Association: _____

Phone Number for Contact for Homeowners Association: _____

Sellers' Agent Information

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

Who will prepare the Deed for closing? *(check one)*

We request that the Law Office of Leslie A. Argenta, PLLC prepare the Sellers' closing documents, but we understand that the Law Office of Leslie A. Argenta, PLLC represents the Buyers in this transaction.

OR

The Sellers' have hired their own attorney to prepare the deed:

Attorney: _____

Phone Number: _____

Fax Number: _____

Will Sellers be present at the closing? Yes or No *(check one)*

The Sellers are required to sign the deed during or prior to the closing. If the Sellers will not be present at the closing, and the Law Office of Leslie A. Argenta, PLLC is preparing the closing documents for the Sellers, how should we send these documents to the Sellers for signatures? *(check one)*

Please send the deed via email to: _____

Please Federal Express the deed to: _____

(No P.O. Boxes Allowed) _____

Per the Good Funds Settlement Act, proceeds from the sale will be disbursed after the deed, the deed of trust, and other loan documents have been properly recorded with the county.

How do Sellers want to obtain their proceeds ? *(check one)*

Sellers will pick up their check at the Law Office of Leslie A. Argenta, PLLC

Please mail a check to the Sellers' forwarding address *(above)*

Please wire funds to the Sellers' bank *(details to follow)*

Other: _____

Closing Details

Are Sellers providing a Home Warranty? Yes or No (*check one*)

*If Sellers are providing a Home Warranty, please provide us with a copy of the invoice.

Have Sellers agreed to make any repairs to the property? Yes or No (*check one*)

*If Sellers are making repairs, please provide us with copies of the invoices.

Are Sellers paying any closing costs? Yes or No (*check one*)

If Sellers are paying any of the closing costs, how much? \$ _____

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 SEND NOW! button below (not printed). Otherwise, please fax completed form to (919) 854-0487.