



**BUYER INFORMATION SHEET**

(Please return within 48 hours to ensure smooth closing)

**Buyer Name:** \_\_\_\_\_

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

We are the closing attorney for the above referenced closing. You can help us produce a smooth closing by faxing (800.707.0157) or emailing ([closing@paragonlaw-nc.com](mailto:closing@paragonlaw-nc.com)) the following information to us. Feel free to contact us at the phone or email above with any questions.

PLEASE BE SURE TO CONTACT YOUR PARALEGAL OR CLOSING ATTORNEY, ERIK LINCOLN, AT LEAST 5 DAYS PRIOR TO THE EXPIRATION OF THE DUE DILIGENCE PERIOD TO OBTAIN INFORMATION REGARDING ANY POSSIBLE DEFECTS IN TITLE OR SURVEY.

**1) Buyer information:**

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

\*\*\* If legally separated, we will need a copy of a recorded Separation Agreement.

\*\*\* If divorced, we will need a copy of the divorce decree

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

Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

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

Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Provide email addresses above where settlement statement can be sent for review

Will the subject property be your primary residence? \_\_\_\_\_ Yes \_\_\_\_\_ No

**2) New Mortgage Company Information**

a. First Mortgage:

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

Loan # \_\_\_\_\_ Phone No. \_\_\_\_\_

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

b. Second Mortgage or Equity Line

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

Loan # \_\_\_\_\_ Phone No. \_\_\_\_\_

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

**3) Realtor Information: Selling Agent: \_\_\_\_\_%**

Are there any bonuses or deductions from your commission? \_\_\_\_\_, if yes, please explain:

\_\_\_\_\_

**4) Homeowners Insurance:**

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

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**5) Invoices for Home Warranty, Inspections, Repairs, etc.** - We need copies of all invoice that where paid prior to closing or need to be paid at closing. If the invoices are not being provided along with this information sheet, please let us know what invoices you will be providing: \_\_\_\_\_

**6) Will all buyers attend closing?** \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\*\*If the buyer is unable to attend closing, the lender will require and MUST approve a SPECIFIC Power of Attorney. Our customary fee for a Specific Power of Attorney for on buyer is \$175.00 per Power of Attorney. Please contact us to make arrangements, if necessary.

**IMPORTANT: If obtaining a loan, spouse may be required to sign the Deed of Trust and TIL, even if spouse is not a co-borrower.**

**7) Restrictions.** Copies of Homeowners Association restrictions can be obtained from the Homeowners Association Management Company. We will be happy to obtain a copy of the neighborhood restrictions for the buyer. Please let us know in writing if you would like to have a copy of such restrictions provided to you.

**8) Survey.**

Do you want a survey ordered for the subject property: \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, do you want us to order the survey for you? \_\_\_\_\_ YES \_\_\_\_\_ NO

We always recommend getting a survey for the buyer's protection. A buyer is not covered under a title policy with respect to issues that would have been disclosed in a survey. It is the buyer's choice and if they decide not to get one, we will have them sign an affidavit at closing saying they waived that option.

**9) Signature.** Receipt of this Buyer Information Sheet Acknowledged by: \_\_\_\_\_

**ADDITIONAL NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

Please complete and return the form as soon as possible so there won't be a delay in closing.

**We appreciate the trust you have placed in our firm with such an important event as purchasing your home. We will give you the personal attention you deserve and please do not hesitate to call or email Erik Lincoln or your paralegal with any questions!**

Thank you for your understanding and cooperation! We look forward to working with you.