

BUYER INFORMATION SHEET FOR CLOSINGS

LANCASTER, TROTTER & POE, PLLC

4430 PARK ROAD

CHARLOTTE, N.C. 28209

704-525-1702 phone / 704-525-4085 fax

**Buyer names and marital status:** \_\_\_\_\_

**Current address:** \_\_\_\_\_

**Best phone number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**New Lender:** \_\_\_\_\_ **Contact person:** \_\_\_\_\_

**Lender phone number/email:** \_\_\_\_\_

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**Homeowner's insurance agent:** \_\_\_\_\_

*\*\*\*Your lender will require this information as well, please make sure they are given this \*\*\**

**Homeowner's insurance agent phone number:** \_\_\_\_\_

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**Do you have to sell a property in order to buy this one?** \_\_\_\_\_

*If so, where and when is this closing?* \_\_\_\_\_

**Date you expect inspections to be done and you would like our office to start the title search:** \_\_\_\_\_ (We will reach out to you on this date to confirm so we can get moving on the file or if we need to hold off; until we get the ok from you we will not start any work on this file) Do you want us to order a survey? It will cost between \$350 and \$450 and must be paid even in there is no closing.

**How do you want to hold title?** (Individually, tenants by the entirety, tenancy in common) Please call for further explanation if needed. In nearly all cases a husband and wife will take title as tenants by the entirety

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We will let you know before closing how much money you will need to close.

**Closing funds must be in the form of either an official bank check or a wire transfer and made payable to Lancaster and Trotter, P.A.** If you want to wire transfer funds, please contact us and we will furnish wiring instructions.

We are only able to furnish you the final amount needed at closing when we receive the loan package from your lender. Please stay in touch with your lender and encourage the lender to furnish the package quickly