

GOOSMANN ROSE COLVARD & CRAMER, P.A.

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SELLING AGENT / BUYER CHECKLIST

From: _____
Email/Phone: _____
To: _____
Subject: _____
Buyer: _____
Tentative Closing Date: _____

Thank you for choosing our law firm to represent you and/or your client, if applicable.

IMPORTANT NOTES

- Please be sure to inform the purchasing Buyer that funds will need to be in the form of **WIRED FUNDS OR CERTIFIED OR OFFICIAL BANK CHECKS FROM A NORTH CAROLINA-BASED BANK** for closing and should be made payable to Goosmann Rose Colvard & Cramer Trust Account. This requirement is necessary due to state regulations on attorney trust accounts. *Personal or Out-of-State Checks cannot be accepted.*
- Due to notary requirements and potentially to satisfy the requirements of the United States Patriot Act, it is imperative that all parties bring a **VALID STATE-ISSUED DRIVERS LICENSE OR IDENTIFICATION OR GOVERNMENT-ISSUED PASSPORT** to closing or contact your closing paralegal regarding other satisfactory identification.

INFORMATION REQUEST

We would appreciate you providing us with the following information in order to help expedite the transaction:

Will Buyer or Buyers attend closing? Yes or No

If needed, who will act as the Attorney in Fact for the Buyer(s)? _____

Buyer's Home Telephone # _____ His Work and/or Cell # _____

Her Work and/or Cell # _____

Buyer's E-Mail Address(es): _____

Buyer's address where the Deed should be mailed to after closing: _____

Name and Telephone number of **Lender**: _____

Has the loan been approved? Yes or No

Has lender approved closing pursuant to a Power of Attorney, if needed? Yes or No

Is the lender requiring a **New Survey**? Yes or No

If so, are we authorized to order said survey? Yes or No

PLEASE NOTE that by checking 'yes' here indicates that you have the Buyer's authority to order a NEW survey and that you are hereby requesting that our office order said survey and you certify that the Buyer will pay all costs associated with the order of said survey.

If the Buyer's Lender is not requiring a new survey, does the Buyer wish a **New Survey** to be performed? Yes or No

If so, are we authorized to order said survey? Yes or No

PLEASE NOTE: That by checking 'yes' here indicates that you have the Buyer's authority to order a NEW survey and that you are hereby requesting that our office order said survey and you certify that the Buyer will pay all costs associated with the order of said survey)

NOTE: THIS OFFICE WILL NOT ORDER A NEW SURVEY WITHOUT WRITTEN AUTHORITY TO DO SO. FAILURE TO EITHER FAX, EMAIL OR MAIL WRITTEN AUTHORITY TO THIS OFFICE PRIOR TO CLOSING MAY CAUSE A DELAY IN CLOSING IF THE BUYER OR BUYER'S LENDER DESIRES A NEW SURVEY AND SAID AUTHORITY IS NOT TIMELY PROVIDED

Is the **Termite Report** the Buyer's expense? Yes or No

Has this report been ordered? Yes or No

If it has been ordered, please provide the following:

The name of the Inspection Company _____

The amount to be collected at closing: \$ _____

Name and telephone number of **Hazard/Homeowner Insurance Agent:** _____

PLEASE NOTE that our office needs this information no later than seven (7) business days prior to closing. Otherwise, your closing MAY BE postponed! If you have any questions regarding this clause, then please contact our office.

Is Buyer obtaining a **Home Warranty**? Yes or No

Has this home warranty been ordered? Yes or No

If it has been ordered, please provide the following:

The name of the Home Warranty Company _____

The Confirmation/Policy Number: _____

The amount to be collected at closing: \$ _____

PLEASE NOTE, if we are not presented with a home warranty invoice, our office will presume that this home warranty has been ordered and settled outside of closing.

What is the **Buyer's Marital Status** Married or Unmarried Divorced Separated Other: _____

PLEASE NOTE, if the Buyer is married but spouse is not on the loan, both spouses will need to sign the Deed of Trust for the loan. Unless you advise otherwise, we will assume that Buyer and his/her spouse will attend closing.

Please provide us with any charges for **Inspections, Repairs or Otherwise to be collected or reimbursed at closing:**

Important Notes / Comments: _____

If you feel you and/or your client would benefit from reviewing their closing documents prior to closing, please call our office to set up a time for them to come in to do so.

For your information, the following are the DIRECT CONTACT NUMBERS FOR THE FIRM:

George F. Goosmann, IV 350-3777
Veronica H. Colvard 350-3785
Laura Russell 350-3778
Cathy Robinson 350-3770
Sandra Noland 350-3779
Cynthia McCullers 350-3780
Donna Price 350-3797

John R. Rose 350-3766
Elizabeth L.M. Cramer 350-3789
Iris Bradley 350-3767
Elizabeth Balkcom 350-3765
Sharon Rathbone 350-3769
Alla Bruyaka 350-3773
Salina Cond 350-3783

Please fax or email this information to **Goosmann Rose Colvard & Cramer, P.A.** at (828)258-1305 or info@grclaw.com or to the specific paralegal or attorney working on your project.

THANK YOU VERY MUCH AND WE APPRECIATE THE OPPORTUNITY TO WORK WITH YOU