

**GOOSMANN ROSE COLVARD & CRAMER, P.A.**

77 Central Ave., Suite H  
Asheville, NC 28801  
Phone: 828-258-0150 Fax: 828-258-1305  
www.grcclaw.com

**SELLING AGENT / BUYER CHECKLIST**

**From:** \_\_\_\_\_  
**Email/Phone:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**Subject:** \_\_\_\_\_  
**Buyer:** \_\_\_\_\_  
**Tentative Closing Date:** \_\_\_\_\_

- Please be sure to inform the Buyer that closing funds will need to be in the form of a **WIRE TRANSFER OR CERTIFIED OR OFFICIAL BANK CHECK FROM A NORTH CAROLINA-BASED BANK** 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.* **BE CAREFUL WHEN WIRING FUNDS. PLEASE CONFIRM YOUR WIRING INSTRUCTIONS WITH OUR OFFICE BY PHONE BEFORE INITIATING A WIRE TO OUR OFFICE. ALL WIRES TO OUR OFFICE SHOULD BE SENT ONLY TO OUR TRUST ACCOUNT WITH FIRST CITIZENS BANK**
- 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.

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 # \_\_\_\_\_ Buyer #1 Work and/or Cell # \_\_\_\_\_

Buyer #2 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**: \_\_\_\_\_

Email address of Lender: \_\_\_\_\_

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

Is the buyer getting a **New Survey**?  Yes or  No

If the Buyer is obtaining a **Termite Report**, please provide the name of the company and the amount to be collected at closing: \_\_\_\_\_

Name, telephone number and email address of **Hazard/Homeowner Insurance Agent:**

\_\_\_\_\_

If the Buyer is obtaining a **Home Warranty**, please provide the following the name of the Company and 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: \_\_\_\_\_

If Buyer's spouse is not on the contract, please provide his/her name: \_\_\_\_\_

**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 is the direct contact information for the firm:*

- |   |  |
|---|--|
| Alla Arauz 350-3773 alla@grclaw.com               | Iris Bradley 350-3767 ibradley@grclaw.com          |
| Barbara Taggart 350-3792 btaggart@grclaw.com      | John R. Rose 350-3766 jrose@grclaw.com             |
| Carey Young 350-3783 cyoung@grclaw.com            | Laura Jenkins 350-3778 ljenkins@grclaw.com         |
| Catherine N. Toler 350-3775 ctoler@grclaw.com     | Lily Bergman 350-3791 lbergman@grclaw.com          |
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| Gosia Graves 350-3787 ggraves@grclaw.com          |  |

Please fax or email this information to **Goosmann Rose Colvard & Cramer, P.A.** at (828)258-1305 or [info@grclaw.com](mailto:info@grclaw.com) or to the specific paralegal or attorney working on your project. You may also submit this information to us via a secure portal by clicking the "Send a Secure Message" button on the "Contact Us" tab on our website [www.grclaw.com](http://www.grclaw.com).

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