

A. L. Collins
Attorney at Law

Real Estate Division

2205-K Oak Ridge Road #200, Oak Ridge, NC 27310

Telephone: (336) 644-7130 • Fax: (336) 644-7146 • E-Mail: acollins@oakridgelawyer.com

DATE: _____

TO: _____

E-MAIL: _____

FAX: _____

PHONE: _____

FROM: Michelle Fonzi

RE: Seller(s): _____

Property Address: _____

CLOSING: _____

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW AND RETURN THIS FORM VIA FAX TO (336) 644-7146 NO LATER THAN _____. RETURNING THIS FORM PROMPTLY WILL HELP US TO INSURE A TIMELY CLOSING FOR YOU AND YOUR CLIENTS. THANK YOU!

SELLER(S) PHONE NUMBERS: _____

SOCIAL SECURITY NUMBER(S): _____

AND FORWARDING ADDRESS: _____

PAYOFF INFORMATION:

Lender: _____

Lender: _____

Phone No.: _____

Phone No.: _____

Loan No.: _____

Loan No.: _____

HOMEOWNERS ASSOCIATION DUES (if applicable):

Management Company: _____

Phone No.: _____ Amount: \$ _____ / month or year

IF THIS IS A NEW CONSTRUCTION, PLEASE FAX SOIL TREATMENT AND CERTIFICATE OF OCCUPANCY BEFORE CLOSING.

ARE WE TO PREPARE DEED FOR SELLER(S)? _____ IF NOT, PLEASE INDICATE NAME/PHONE NUMBER OF PARTY PREPARING DEED AND CHARGE: _____

IS SELLER MARRIED? IF SO, SPOUSE'S NAME? _____

COMMISSIONS: _____ % to _____

_____ % to _____

OTHER MISCELLANEOUS CHARGES:

Company: _____

Company: _____

Cost: \$ _____

Cost: \$ _____

POC or collect at closing? _____

POC or collect at closing? _____

IF SELLER HAS TITLE POLICY AND/OR SURVEY INFORMATION, PLEASE FAX WITH THIS REQUEST.

SELLERS AUTHORIZATION

Seller(s): _____

Property Address: _____

Please allow this letter to serve as authorization for attorney, A. L. Collins, Esq., (or any paralegal in that firm) to obtain any and all information pertaining to my mortgage(s) as listed below, which I hereby certify are my only existing open mortgages on the above-referenced property:

Lender: _____

Phone No.: _____

Loan No.: _____

Lender: _____

Phone No.: _____

Loan No.: _____

Please allow this letter to also serve as authorization to block and freeze any of the above accounts from further draws if they are equity lines, and to close the above accounts upon payoff of same.

SELLER

DATE

SELLER

DATE