

Barkley Law Offices, PC  
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\*\*\*\*Please complete and email to [BarkleyLaw@gmail.com](mailto:BarkleyLaw@gmail.com) along with any invoices to be added to the settlement statement.\*\*\*\*

### **BUYER CLOSING INFORMATION**

Thank you for selecting Barkley Law Offices, PC to represent you in closing the purchase of your property. We look forward to assisting you in this transaction. To help us reach our goal of a smooth and successful closing, please review and complete this information sheet. Note that there are several items that we need you to confirm, consent to, object to, or waive. We ask that you to read those questions carefully. **Please answer all questions and mark N/A if not applicable.**

1. Buyer's Agent: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Name/Address of Company: \_\_\_\_\_

State License Numbers: Company: \_\_\_\_\_ Agent: \_\_\_\_\_

2. Property Address: \_\_\_\_\_

\_\_\_\_\_

3. Buyer(s) Name(s) as they will appear on the Deed:

\_\_\_\_\_

Unmarried  Married  Separated  *If separated, please contact us IMMEDIATELY!*

Will all Buyers be at Closing? ( ) YES ( ) NO

**If NO, is our office to prepare a Limited Power of Attorney? YES / NO [NOTE: There is an additional \$100.00 document preparation charge (plus any recording fees/courier charges) for preparing a Limited Power of Attorney.]**

The Buyers may be reached at: Email: \_\_\_\_\_

(Home Phone) \_\_\_\_\_ (Work) \_\_\_\_\_

(Other) \_\_\_\_\_

4. Buyer's Lender: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Will there be a second mortgage in addition to the first?** \_\_\_\_\_

**(If so, please provide the same information for second lender if different from the first.)**

2nd Mortgage- Buyer's Lender: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5. Hazard Insurance Company: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

6. Home Warranty Company: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

6. Termite Inspection Company: \_\_\_\_\_ Fee: \_\_\_\_\_

Collect at closing?       YES       NO      (Please attach invoice)

7. Home Inspection Company: \_\_\_\_\_ Fee: \_\_\_\_\_

Collect at closing?       YES       NO      (Please attach invoice)

**8. Do you want Barkley Law Offices, PC to order a survey?       YES       NO**

**[NOTE: If yes, please contact our office so that we may order one in time for closing. No survey will be ordered without a specific request.] If Not, please review and execute the waiver on the Disclosures page attached.**

9. Will this home be your new primary residence?       YES       NO

If not, please provide mailing address: \_\_\_\_\_

10. Please list any other fees that need to be collected or shown as POC on the HUD-1:

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

### **IMPORTANT DISCLOSURES AND WAIVERS**

1. We will attempt to tack onto an existing title insurance policy to save on title insurance premiums. This process will limit our title search period to the date of the back policy, although you will have

