

CLARK, GRIFFIN & MCCOLLUM, L.L.P.

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Please complete and fax to 704-289-6642

If you wish to email, please contact our office (704-283-8148, Ext. 4) for a secure link to send by encrypted email.

BUYER INFORMATION

Property Address: _____

1. **Please complete the following:**

Full legal name of business:

Federal Tax I.D. No. _____

PLEASE NOTE: IF BORROWER IS AN LLC, PLEASE PROVIDE OUR OFFICE WITH A COPY OF THE COMPANY OPERATING AGREEMENT NO LATER THAN ONE WEEK PRIOR TO CLOSING

2. Telephone Numbers (Home) _____ Cell: _____

Email Address: _____

3. Lender information

Bank/Lender Name: _____

Phone Number: _____ Email: _____

4. Realtor information:

Name _____ Company _____

Phone (Cell) _____ Fax _____

Email address: _____

5. Invoices or repairs to be paid at closing? Yes ___ No _____. If yes, please fax or email all invoices to our office at least 48 hours prior to closing.

6. Homeowners insurance company (for the property being purchased)

Name: _____

Agent: _____

Phone Number: _____ **Email:** _____

7. Our office does not order surveys on behalf of the buyer. If you wish to have a survey done, we can help you locate a surveyor.

8. Will all buyers attend closing? _____ Yes _____ No

If buyers are not attending closing, we must charge accordingly for additional services.