

Buyer(s) Intake Form



Please Fax information back to 919-850-9586 or e-mail to vanessa@vvasrealtylaw.com

DATE: _____

Buyer's Name: _____

Property Address: _____

Estimated CLOSING DATE: _____

Estimated CLOSING TIME: _____

We would appreciate your assisting us in gathering the buyer's information as follows and faxing or emailing back to our office. This information needs to be provided to our office ASAP.

Please mark: This Purchase will be a ___ Primary Residence ___ 2nd Home ___ Investment Property

Buyers' names as they will be shown on the deed: _____

Married / Single / Divorced / Separated (need copy of recorded separation agreement)

Please note that ALL Buyers/Borrowers -including spouse(s)- must attend closing and sign certain documents, even if not on the loan. Please contact us immediately if a Power of Attorney will be necessary.

The Buyers may be reached at (Best phone) _____ (Email) _____

Buyer's Current Address: _____

Mortgage Company: _____ Contact: _____

Do you have loan approval? Y / N Phone and/or email: _____

Please have your lender send us your Homeowners Insurance Company info and invoice.

Termite report will be done by: _____ Cost: \$ _____
(Please fax a copy of the report as well as the invoice)

If there are any brokerage fees due from the buyer to selling agent, please write the amount of the fee and whether it should be a separate check from the commission check:

\$ _____ Separate Check? Y / N

Should we order a survey? Y / N

In order to have a survey for closing, we MUST order it no later than 3 weeks prior to closing.

NOTE: If a survey is not ordered, THE BUYER WILL BE REQUIRED TO SIGN A SURVEY WAIVER AT CLOSING. If a survey is order and closing is canceled the buyer is under contract to pay for the survey if the work is completed.

Any additional charges to be collected at closing: (Please fax a copy of all invoices to be paid at closing ASAP)

I have read the terms and conditions of representation of Vyas Realty Law and understand and agree to the same. I grant permission to Vyas Realty Law to share the closing statement and other closing documents pertaining to this purchase with my realtor.

_____(SEAL) _____(SEAL)

PLEASE ADVISE BUYERS THAT ALL CLOSING FUNDS MUST BE IN THE FORM OF A CASHIERS CHECK, CERTIFIED CHECK, OR MONEY ORDER IF REQUIRED FUNDS ARE LESS THAN \$1,000 MADE PAYABLE TO VYAS REALTY LAW. A BANK WIRE IS REQUIRED FOR FUNDS OVER \$1,000.

*****PLEASE NOTE*****

DUE TO UNUSUALLY HIGH CLOSING VOLUMES, WE CANNOT GUARANTY YOUR CLOSING TIME OR DATE UNLESS YOUR LOAN PACKAGE ARRIVES AT LEAST 24 HOURS PRIOR TO CLOSING. PLEASE ADVISE YOUR LENDER TO PLAN ACCORDINGLY.