

Radey & Doyle, PLLC  
1001 East Blvd.  
Charlotte, North Carolina 28203

TO:

FROM:

COMPANY:

DATE:

FAX NUMBER:

704-332-1084

TOTAL PAGES W/COVER:

BUYER/SELLER/ADDRESS

DATE OF CLOSING:

**Seller:**

**Buyer:**

**PLEASE RETURN WITHIN 48 HRS**  
**to ensure a smoothclosing for your client**

(Please provide as much of the following information as you can and fax it back to me **as soon as possible.**)

BUYER NAME:

PROPERTY ADDRESS:

PURCHASE PRICE:

\$ \_\_\_\_\_

DEPOSIT:.

with \_\_\_\_\_ Agent

SELLER NAME:

CONTACT #.

LISTING AGENT NAME:

REALTY COMPANY:

TELEPHONE #:

FAX #:

COMMISSION %:

BUYER'S AGENT NAME:

REALTY COMPANY:

TELEPHONE #:

FAX# \_\_\_\_\_  
COMMISSION% \_\_\_\_\_

SELLER SS#: \_\_\_\_\_  
**(necessary for Payoff!)**

SELLER FORWARDING ADDRESS: \_\_\_\_\_  
**(necessary for IRS!)**  
\_\_\_\_\_  
\_\_\_\_\_

**SELLER IS: UNMARRIED MARRIED SEPARATED DIVORCED**

**SELLER(S) WILL ATTEND THE CLOSING? YES or NO**  
\*if 'NO,' seller MUST contact the paralegal immediately to execute a Power of Attorney OR make other arrangements

Our office should expect invoices for the following:

- |                 |                       |                        |
|-----------------|-----------------------|------------------------|
| Home Inspection | Structural Inspection | Pest Inspection        |
| Repairs         | Home Warranty         | Homeowners. Insurance. |
| Other: _____    |                       |                        |

HOA: \_\_\_\_\_  
(Seller) Name/Phone:

PAYOFF INFO: Lender:  
(seller) Acct. No.:  
Phone No.:

PAYOFF INFO: Lender:  
(seller) Acct. No.:  
Phone No.:

\*Attached, please find a separate Attorney's Authorization form. Payoffs contain personal and sensitive information and a growing number of banks require seller signed authorization AND a ten day turnaround for payoffs. PLEASE have seller sign the authorization and fax to our office. THANK YOU!

Radey & Doyle, PLLC  
1001 East Boulevard

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**ATTN: PAYOFF DEPT.**

RE: Borrower:

Seller:

Property:

Account #:

SS#:

Payoff Good-Thru Date:

Dear Sirs:

This office represents the owner of the above property. Therefore, please issue your statement setting forth the principal balance and interest due as well as any other fees necessary for payment in full, together with a per diem interest. The sellers signatures below authorizes release of this information to our office.

Should you have any questions, please do not hesitate to contact our office.

Very truly yours,

Radey and Doyle , PLLC

Release of the above information to Radey & Doyle, PLLC is hereby authorized.

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