



Bowlin Law Offices
4905 Green Road, Ste 105
Raleigh, NC 27616
(919) 876-0244
Fax: (919) 954-9378
Email: rbowlin@bowlinlaw.com
www.Bowlinlaw.com

BUYERS/BUYER'S AGENT WORKSHEET

CLOSING DATE

TIME

Agency Company

Agency Address

City

State

Zip

Agent Name

Agent Office Phone

Agent Office Fax

Agent Mobile Phone

Agent Email

Total Commission

Listing Agency

Buyers' Agent

Buyer 1 Name

Buyer 1 SSN

Buyer 1 Cell Phone

Buyer 1 email

Buyer 1 Work Phone

Buyer 1 Home Phone

Buyer 2 Name

Buyer 2 SSN

Buyer 2 Cell Phone

Buyer 2 email

Buyer 2 Work Phone

Buyer 2 Home Phone

1stMortgageLender

Lender Contact

Lender Phone

Homeowner's Insurance Co

HO Ins Contact

HO Ins Phone

To Be paid at closing

POC

PLEASE CHECK ALL THAT APPLY

Sellers (s) to pay closing costs in the amount of \$

Order Survey

Buyers will close with Power of Attorney prepared by Bowlin Law Offices

Termite report required

Notes

*****Please note the following:***

- ***We require the Buyers loan package at least 2 days prior to closing. Failure to receive the package in a timely manner will result in rescheduling of closing.***
- ***All Hud listed fees & items must be given to this office no later than 4 days prior to closing. Failure to supply such fees & items will result in the items being handled by all parties outside of closing.***
- ***All repair work (if necessary) must be completed and accepted by all parties no later than 4 days prior to closing. Repair fees must be provided to this office asap.***
- ***All parties must attend the closing unless other arrangements are made and approved by this office no later than 4 days prior to closing.***
- ***We do not “escrow” any funds for any reason. All funds must be dispersed at closing.***
- ***Any Funds to close must be in the form of a Bank Check or Certified Check payable to: “Bowlin Law Offices Trust Account”***
- ***Please fax a copy of the Purchase Contract to (919) 954-9378***