

REQUEST FOR BUILDER INFORMATION

Date: _____
Seller(s): _____
Purchaser(s): _____
Property Address: _____
Projected Closing Date: _____

Hello! Our office will be the closing attorneys for the above real estate transaction. In order for your closing to go as smoothly as possible please provide the following BUILDER INFORMATION. Sellers should fill out this form completely and sign where indicated on page two. Items left blank or incomplete may result in delays. If additional space is needed, attach an additional page. **Please send this completed form to our offices as soon as possible via email at preclosing@closingattorney.com or by fax to 404.843.0026.**

Builder Contact Information:

Name: _____
TAX ID #: _____
Contact Person: _____
Mailing Address: _____
Phone #: _____
Fax #: _____
E-mail Address: _____
Name and Title of Person Authorized to sign on behalf of Seller (if a corporation or LLC): _____

Will Builder be attending the closing? Yes No
If Yes, please provide the name and title of the person attending and their title (if different from above):

If No, please provide the information below:
Person to receive the closing documents: _____
Address to deliver documents (if different than mailing address above):

Phone #: _____ Fax #: _____
E-mail Address: _____

Termite Information

Is Builder providing a termite inspection and/or termite guaranty? Yes No
If Yes, please provide the following information and bring original to closing:
Name of Termite Company: _____
Fee to be collected at closing: \$ _____ Paid by Builder Purchaser

Home Warranty Information

Is Builder providing a Home Warranty? Yes No

If Yes, please provide the following information:

Name of Home Warranty Company: _____

Fee to be collected at closing: \$ _____ Paid by **Builder** **Purchaser**

Survey Information

Is Builder providing a Survey? **Yes** **No**

If Yes, please provide the following information:

Name of Survey Company: _____

Fee to be collected at closing: \$ _____ Paid by **Builder** **Purchaser**

Association Information

Is there a Mandatory Homeowners Association? **Yes** **No**

If Yes, please provide the following information:

Name of Association: _____

Name of Management Company (if applicable): _____

Phone #: _____ Fax # _____

E-mail Address: _____

Initiation Fee to be collected at closing: \$ _____ Paid by **Builder** **Purchaser**

Dues to be collected at closing: \$ _____ Paid by **Builder** **Purchaser**

Are the dues to be prorated between Builder and Purchaser: **Yes** **No**

Utility Information

Please provide the account number and contact information of any utility or sanitation bills that need to be paid or prorated at closing:

Tax Information

What was the percent of completion of the home on January 1st of this year? _____%

If home was less than 100% complete, please tell us what to prorate taxes on: \$ _____

Loans/Payoffs

Name of Lender: _____

Phone # of Lender: _____ Loan #: _____

Name of Lender: _____

Phone # of Lender: _____ Loan #: _____

Please sign here to authorize this firm to obtain payoff and loan information:

I hereby authorize Smith, Cavin & Corbin, LLC to request and obtain information on my accounts, such as payoff requests and other similar inquiries.

Date: _____

Signed: _____

Name: _____

Title (if applicable): _____

Please provide the following documents prior to closing by faxing or emailing (as applicable):

Certificate of Occupancy

Termite Report/Warranty

Home Warranty

For Corporations: Corporate Resolution authorizing the sale and indicating who has authority to sign

on behalf of the corporation (*we can provide a blank form upon request*)
For LLC's: Certificate of Incumbency & Unanimous Consent Action authorizing the sale and
indicating who has authority to sign on behalf of the LLC (*we can provide a blank form upon
request*)

Please bring the following documents to closing (as applicable):

Valid, unexpired government issued picture identification
Original Termite Report/Warranty
Original Home Warranty
For Corporations: Corporate Seal

**Please check any title issues below that you are aware of and provide the requested information as soon
as possible to prevent any delays in closing:**

Change of Corporate Name

Bankruptcy of Corporation: Case # _____;

Bankruptcy Attorney _____;

Bankruptcy Attorney Phone # _____; Trustee's Phone # _____

Foreclosure: Name of Foreclosing Attorney: _____

Foreclosing Attorney Phone #: _____

Liens other than mortgages, such as tax liens or materialman's liens:

Pending Lawsuits that may affect the sale:

Other: Please explain: _____

Thank you in advance for your cooperation. We look forward to working with you. Please feel free to
contact us with any questions or concerns you have about this closing.

Sincerely,

Smith, Cavin & Corbin, LLC