

BROCK, PAYNE & MEECE, P.A.

ATTORNEYS AT LAW

3130 HOPE VALLEY ROAD
DURHAM, NORTH CAROLINA 27707

Phone: (919) 401-5913

Fax: (919) 419-1018

DATE: _____

TO:

FAX: _____

FROM: BETTY KIRCHMAN, DARIN MEECE

RE:

PROPERTY ADDRESS: _: _____

BUYER/SELLER:

_____ CLOSING SCHEDULED:

REGARDING THE ABOVE REFERENCED PROPERTY CLOSING, PLEASE FAX TO ME AT YOUR EARLIEST OPPORTUNITY THE FOLLOWING INFORMATION:

1. Name of lender, contact person and telephone number:

2. Homeowner's insurance information-company, agent and telephone number:

3. Termite Inspection. Please provide company name, phone number, and amount. Also please fax copy of report as soon as it is available to you.

4. Any other fees which need to be collected at closing such as:

Water Report _____

Septic Inspection _____

Home Inspection _____

Please call us as soon as loan has been approved in order that we may order your client's survey in a timely manner.

THANK YOU FOR YOUR ASSISTANCE IN PROVIDING THIS INFORMATION AS SOON AS POSSIBLE!!!!!!

PLEASE NOTE THAT WE ORDER TITLE WORK AND PREPARE TITLE OPINIONS AS SOON AS POSSIBLE AFTER SCHEDULING CLOSINGS. IN THE EVENT A BUYER CHOOSES NOT TO CLOSE AFTER TITLE WORK IS COMPLETED WE RESERVE THE RIGHT TO CHARGE A FEE FOR THE TITLE SEARCH.