



# Zeigler & Walker, P.C.

ATTORNEYS AT LAW

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CHECK ONE: Are you the    buyer?     seller?     real estate agent?     lender?     other?

.....  
ADDRESS OF PROPERTY: \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN): \_\_\_\_\_

SELLER / OWNER NAME: \_\_\_\_\_

SELLER / OWNER ADDRESS: \_\_\_\_\_

SELLER / OWNER PHONE NUMBERS: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

SELLER / OWNER EMAIL ADDRESS: \_\_\_\_\_

LISTING AGENT NAME & COMPANY: \_\_\_\_\_

LISTING AGENT PHONE NUMBERS: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

LISTING AGENT EMAIL ADDRESS: \_\_\_\_\_

1<sup>ST</sup> MORTGAGE COMPANY FOR PAYOFF: \_\_\_\_\_

1<sup>ST</sup> MORTGAGE COMPANY ADDRESS: \_\_\_\_\_

1<sup>ST</sup> MORTGAGE COMPANY INFORMATION: loan#: \_\_\_\_\_ phone#: \_\_\_\_\_ fax#: \_\_\_\_\_

2<sup>ND</sup> MORTGAGE COMPANY FOR PAYOFF: \_\_\_\_\_

2<sup>ND</sup> MORTGAGE COMPANY INFORMATION: loan#: \_\_\_\_\_ phone#: \_\_\_\_\_ fax#: \_\_\_\_\_

TRANSACTION TYPE:    purchase     refinance     equity line

WILL THERE BE A SOIL TREATMENT LETTER?      yes       no

IF YES, NAME OF PEST CONTROL COMPANY & COST OF LETTER:

COMPANY: \_\_\_\_\_ COST: \_\_\_\_\_

- CHOOSE ONE:
- Pest letter paid by seller
  - Pest letter paid by purchaser
  - Pest letter to be paid by seller at closing
  - Pest letter to be paid by purchaser at closing

.....

PURCHASER NAME: \_\_\_\_\_

PURCHASER CURRENT ADDRESS: \_\_\_\_\_

PURCHASER PHONE NUMBERS: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

PURCHASER EMAIL ADDRESS: \_\_\_\_\_

SELLING AGENT NAME: \_\_\_\_\_

SELLING AGENT PHONE NUMBERS: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

SELLING AGENT EMAIL ADDRESS: \_\_\_\_\_

.....

NEW LENDER NAME: \_\_\_\_\_

NAME OF LENDER CONTACT PERSON: \_\_\_\_\_

EMAIL OF LENDER CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER FOR LENDER: \_\_\_\_\_

.....

Current owner(s) insurance agent for refinance or purchaser(s) insurance agent:

AGENT NAME: \_\_\_\_\_

AGENT'S INSURANCE COMPANY: \_\_\_\_\_

AGENT'S PHONE NUMBER: \_\_\_\_\_

If applicable, name and cost of homewarranty:

WARRANTY COMPANY: \_\_\_\_\_ COST: \_\_\_\_\_

HOMEWARRANTY TO BE PAID AT CLOSING BY: \_\_\_\_\_

.....  
If applicable, name of homeowner's association:

NAME OF HOMEOWNER'S ASSOCIATION: \_\_\_\_\_

CONTACT PERSON AND PHONE NUMBER: \_\_\_\_\_

.....  
WILL A POWER OF ATTORNEY BE USED FOR THE SALE OF THIS PROPERTY?      yes       no

TO WHOM: \_\_\_\_\_

WILL A POWER OF ATTORNEY BE USED FOR THE PURCHASE OF THIS PROPERTY?      yes       no

TO WHOM: \_\_\_\_\_

.....  
If any documents are to be mailed out to the purchaser or seller, please provide details below, otherwise specify none:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there is any other information that needs to be provided, please use this space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Zeigler & Walker, P.C.**