

McLain & Merritt, P.C.

Real Estate Division

Builder Information Form – Purchase

For office use only:

File Number: _____

Pre-Closer: _____

Closer: _____

Attorney: _____

CLOSING DETAILS

PROPERTY ADDRESS: _____

City: _____ State: _____ Zip: _____ County: _____

If known: Subdivision _____ Land Lot _____ District _____ Lot _____

Projected Closing Date: ____/____/____

Type of Closing: Purchase/Sale Commercial

Preferred Office Buckhead (please email form to: buckheadre@mclain-merritt.com or fax to: 404-364-3134)

Location: Vinings (please email form to: buckheadre@mclain-merritt.com or fax to: 404-364-3134)

Alpharetta (please email form to: mclainap@bellsouth.net or fax to: 770-200-7001)

PLEASE BE SURE TO FILL OUT COMPLETELY and FAX/EMAIL ALL PAGES TO EMAIL ADDRESS / PHONE NUMBER ABOVE – THANK YOU!

PURCHASER INFORMATION

Purchaser's Last Name: _____

SELLER'S INFORMATION

Please provide McLain and Merritt, PC with at least one phone number and one email address. Thank you!

Corporate Name: _____

Address: _____

City _____ State _____ Zip _____

Federal Tax ID: _____

Name of Corporate Officer signing at closing: _____

Corporate Title: _____

Corporate Contact Name: _____ Title: _____

Phone (O): _____

Preferred Email Address: _____

****PLEASE BRING CORPORATE SEAL TO CLOSING, IF APPLICABLE****

Is Builder a GA corporation? Yes No - ****PLEASE FORWARD US A COPY OF YOUR ARTICLES OF INCORPORATION / OPERATING AGREEMENT.**

SURVEY

Is a survey provided by the builder? Yes No -- Collect at closing Will pay outside closing

If collect at closing, Name of Company _____ Amt due: \$ _____

SIGNATORY

Who will be signing for the builder at the closing? _____

AND in what capacity? _____

INSURANCE INFORMATION

Homeowner's Insurance Company: _____ Policy #: _____

Contact Person: _____ Telephone: _____

Premium amount: \$ _____ Paid at closing Paid prior to closing

Purchaser must fax the Declarations page and a bill or paid receipt to our office prior to closing and bring the originals to closing. Please contact your lender to verify the amount of coverage required and the wording of the loss payee clause.

Is this property a condominium? Yes No

If yes, an insurance certificate must be faxed to our office prior to closing and the original certificate must be brought to closing. This information can be obtained from your Condo Association or Management Company of the Association.

BUILDER PAYOFF INFORMATION

Construction Loan to be paid off:

Bank Name: _____ Loan Number: _____

Contact Person: _____ Contact Phone Number: _____

Will Builder hand-carry the payoff? Yes No

Other liens or information: _____

HOMEOWNER ASSOCIATION INFORMATION

Does this property have MANDATORY Homeowner's Association Dues? Yes No—if no, you can skip this section.

Management Company Name: _____

Address: _____

City _____ State _____ Zip _____

Contact Name: _____ Phone: _____ Initiation Fee: Yes-- \$ _____ No

Amount due:\$ _____ Annual Monthly Quarterly Prorate at closing: Yes No

TERMITE INFORMATION

Company Name: _____

Contact's Name: _____ Phone: _____

Amt due: \$ _____ Collect at Closing: Yes No

Is there a septic tank or a well on the property? If yes, Builder must bring a closing letter from the county stating the septic tank and/or well have been inspected and approved by the county.

SPECIAL REQUIREMENTS REGARDING THIS CLOSING (Estate, PoA needed, divorce, relocation, etc.)

FINAL SALES PRICE: \$ _____

TOTAL EARNEST MONEY DEPOSIT HELD BY SELLER: \$ _____

PERCENT COMPLETION OF HOUSE as of JANUARY 1st: _____ %

Additional Details on any other special requirements: _____

AGENT INFORMATION

Listing Agent's (agent of seller) Name: _____

Company: _____

Phone: (O) _____ (C) _____ (Fax) _____

Preferred Email Address: _____

Selling Agent's (agent of buyer) Name: _____

Company: _____

Phone: (O) _____ (C) _____ (Fax) _____

Preferred Email Address: _____

ADDITIONAL CLOSING DETAILS

Items needed at closing:

- Each party **MUST** bring their driver's license (or other form of picture ID) to closing.
- Corporate Seal
- Certificate of Occupancy
- Corporate Resolution / Articles of Incorporation
- One Year Builder's Warranty (Ten Year Warranty required if FHA or VA loan)
- Septic Certificate if not on public sewer
- Termite Letter and Termite Soil Treatment Guaranty

Purchaser's or Seller's funds to close must be in the form of either a cashier's check or a certified check made payable TO ONESELF. Please also bring a personal check with you in case there is any change in the amount. OR if purchaser or seller would like to wire funds directly to McLain and Merritt's Escrow Account, please check the box below if you wish for McLain and Merritt to send you wiring instructions.

Please send wiring instructions to: _____
Email or fax number