

ATTORNEY INSTRUCTION LETTER - REAL ESTATE CLOSING

DATE: _____

Enclosed: Copy of Contract of Purchase as follows:

PROPERTY LOCATION: _____

CLOSING ATTORNEY: _____



3621 Manassas Drive, Suite A
Roanoke, Virginia 24018
(O) 540.904.6888 (F) 540.904.6311

SELLER INFORMATION

Seller(s) _____

_ Seller(s)

Atty: _____ Phone: _____
(H) _____ (O) _____ (C) _____
_____ (F) _____

Email: _____

Mailing address if different than property address
Address: _____

FIRST:
Current Mortgage: _____
Loan Number: _____
Phone No: _____

SECOND:
Mortgage: _____ PH: _____
Loan No: _____
HOA: _____
Contact: _____ PH: _____
Real Estate Co: _____
Commission Disbursement: \$ _____

PURCHASER INFORMATION

Purchaser(s) _____

Purchaser Atty: _____
Phone: (H) _____ (O) _____
(C) _____
_____ (F) _____

Email: _____

Current Address: _____

LENDER:
Loan Officer: _____
Email: _____
Phone No: _____
Insurance Co: _____
Agent: _____ PH: _____
CONTRACT DEPOSIT \$ _____
Real Estate Co. _____
Commission Disbursement \$ _____

BILL TO – REMARKS

ITEMS TO BE COMPLETED	YES	NO
Appraisal	_____	_____
Home Warranty	_____	_____
Survey	_____	_____
Well/Septic Inspection	_____	_____
Termite Inspection	_____	_____
Oil/Propane Proration	_____	_____
OTHER _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____