



PROPERTY MANAGEMENT

Real Estate Sales and Management Professional

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Raleigh, NC 27606
Office (919)856-1988

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Fax (919)856-1989

Closing Information Form

All information must be filled out in full

Address: _____

HOA: _____

Attorney: _____

Phone #: _____ Fax # _____

Closing Date: _____ (please notify office of date changes or place did not close)

Seller: _____

Buyer: _____

Buyer's email address _____

Buyer's Address: _____

Phone # _____ Will buyer be occupying unit? _____

Account Information

Transfer of Ownership Fee:

Seller certification fee: \$150

Buyer set up fee: \$150

Monthly Assessment: _____

Collection Amount: _____

Past Due: _____

Special Assessment: _____

HOA Master Insurance Policy Holder: _____

Office Use Only

Direct Draft: _____