



**CLOSING REQUEST FORM**  
TO: Stubbs & Perdue, Real Estate Department  
FAX TO: 633-5860

Stubbs & Perdue, P.A.

Work Requested: Buyers' Closing \_\_\_\_\_ Sellers' Deed Prep. \_\_\_\_\_ (X one or both)

Requested Closing Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Legal: \_\_\_\_\_ Parcel I.D. # \_\_\_\_\_

**BUYERS INFORMATION:**

Buyer: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ (hm) \_\_\_\_\_ (off) \_\_\_\_\_ (cell)

Lender: \_\_\_\_\_ Contact: \_\_\_\_\_

Buyer's Agent: \_\_\_\_\_ Commission: \_\_\_\_\_ (Email): \_\_\_\_\_

Phone: \_\_\_\_\_ (off) \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)

Insurance Agent: \_\_\_\_\_ Contact: \_\_\_\_\_

Buyer Attend Closing: \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

Termite Company: \_\_\_\_\_

Home Warranty: (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (Company) \_\_\_\_\_

New Survey: \_\_\_\_\_ (yes) \_\_\_\_\_ (no) Surveyor: \_\_\_\_\_

**SELLERS INFORMATION:**

Sellers: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ (hm) \_\_\_\_\_ (off) \_\_\_\_\_ (cell)

Forwarding Address: \_\_\_\_\_

Sellers Attorney: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Current Lender: \_\_\_\_\_ Account # \_\_\_\_\_

Social Security Numbers: \_\_\_\_\_

Seller Attend Closing: \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

Seller's Agent: \_\_\_\_\_ Commission: \_\_\_\_\_ (Email): \_\_\_\_\_

\_\_\_\_\_ (off) \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)

PLEASE ATTACH A COPY OF THE CONTRACT WITH ANY ADDENDA.

Upon receipt of your request, we will contact you to confirm receipt. Thank You!

Our Telephone Number is 252-633-2700. Please call us with any questions.

John King, Attorney

Jon Friesen, Attorney

Julia Gwynn, Real Estate Paralegal, Residential

Rosalie Paradine, Real Estate Paralegal (Commercial & 1031)