

BUYER INFORMATION QUESTIONNAIRE

To:

From: Settlements, Ltd.

Re:

Property Address:

Closing Date:

YOU MUST HAVE CERTIFIED FUNDS MADE PAYABLE TO SETTLEMENTS, LTD. AT CLOSING.

IF YOU HAVE AN OUT OF TOWN BANK, YOU MAY EXPERIENCE DIFFICULTY ACCESSING YOUR FUNDS. PLEASE START THIS PROCESS IMMEDIATELY. If you need a recommendation for a mortgage broker or agent, please contact Debra D. Patti, Esq.

Your help in completing this questionnaire will expedite the above closing. Please take a moment to complete this form and return it to our office by fax or e-mail.

THANK YOU!

- 1. Name(s) of buyer(s) as the name(s) should appear on the deed and/or mortgage documents:**

- 2. Name of lender and lender representative & telephone number for contact purposes or is this a CASH transaction:**

- 3. Buyer(s) marital status:** _____

- 4. Name and telephone number of homeowner's insurance agent:**

- 5. Is there an existing survey? _____ If so, please fax a copy to 412 922-3515.**

Would you like a new survey to be ordered for you?* _____

If yes, do you want the survey with stakes? _____

***Please be advised that if this closing does not occur for any reason, you will be responsible for the cost of the survey.**

6. Buyer(s) social security number(s) and date(s) of birth:

Name: _____ SSN: _____ DOB: _____

Name: _____ SSN: _____ DOB: _____

7. Will all buyer(s) attend closing? _____

8. Please provide the Buyer's current address, phone number and email address: _____

9. Does the property belong to a homeowner's association? _____

If yes, did you receive a copy of the appropriate documentation for review? _____

Please remember that you MUST bring current (not expired) government-issued photo identification, such as a valid driver's license or passport to the closing.

Settlements, Ltd. thanks you in advance for your help and cooperation. As always, we appreciate your business. If you have any questions or additional information, please contact our office.

Debbie Patti, Esq.
Settlements, Ltd.
41 White Avenue, 2 Crafton Square
Pittsburgh, PA 15205
(P):412-922-6095 (F):412-922-3515
office@Settlementsltd.com

If an item on the list below is marked with an “X”, please provide the appropriate information and/or documentation. These are typically, but not always, the responsibility of the SELLER. However, please be aware of them.

PLEASE BE AWARE OF THOSE MARKED

- _____ A dye test is required. A dye test will need performed and documentation must be sent to the municipality ASAP. The no-lien letters and tax certifications will not be released to us until the municipality receives the dye test results.
- _____ An indoor water meter reading is required.
- _____ An indoor inspection is required for a backflow preventer.
- _____ Wage tax certification is required and the form is attached. Please have it completed, signed and returned to us ASAP.
- _____ Occupancy or Zoning inspection required. A code enforcement officer needs to inspect the premises and provide an occupancy permit prior to closing.
- _____ This property is serviced by the Pittsburgh Water & Sewer Authority. Please arrange to have a final reading taken and submitted to PWSA so that a final water bill may be prepared.
- _____ Please fax a copy of the Trust Agreement if the Seller or Buyer of the property is a Trust.

****If you are using a POWER OF ATTORNEY, we will need a copy faxed to our office and the ORIGINAL POWER OF ATTORNEY brought to the closing .***