



PROPERTY MANAGEMENT

5520 McNeely Drive Suite 100

Raleigh, NC 27612

Office: 919-782-1717 Fax: 919-782-1612

### 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 Payable to WPM

Buyer set up fee: \$75 payable to WPM

Monthly Assessment: \_\_\_\_\_

Collection Amount: \_\_\_\_\_ Payable to HOA Please do not combine funds . Thank you!

Past Due: \_\_\_\_\_

Special Assessment: \_\_\_\_\_

HOA Master Insurance Policy Holder: \_\_\_\_\_

Office Use Only

Direct Draft: \_\_\_\_\_