

**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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_