

GONZALEZ LAW FIRM, PLLC

Attorneys at Law

1140 Kildaire Farm Rd, Suite 108
Cary, NC 27511
Phone 919.469.3331

110 E. Arlington Blvd.
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Phone: 252.296.1200

Facsimile (919) 469-2231
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REAL ESTATE ENGAGEMENT LETTER

Dear _____:

Thank you for selecting Gonzalez Law Firm, PLLC to represent you in your purchase of the above referenced property. We understand that the purchase of a property can be an exciting time that is sometimes full of questions and unknowns. We look forward to assisting you in having as smooth and rewarding a transaction as possible. If any questions arise concerning the provisions of this letter, please feel free to contact our office. If no questions or concerns are expressed, then this letter will and attachments will serve as the terms of our agreement. We do ask that you please sign and return this letter and all attachments to our office at your earliest convenience.

We would like to take this opportunity to tell you what you can expect in this closing process and from the staff here at Gonzalez Law Firm, PLLC. As your closing attorney, we will update the title to the subject property and prepare loan documents for you. Our fee for these services is **\$925.00**. Out of pocket expenses for the survey, termite report, title insurance, hazard insurance and recording fees are NOT included in the legal fee. Most closings do not require any work beyond the title search and the loan document preparation; however, in the event you require representation prior to the closing or additional work becomes necessary such as drafting of an escrow agreement, encroachment agreement, or other additional documentation, a separate fee will be charged in accordance with the nature and complexity of the work involved.

***** PLEASE BRING YOUR FUNDS FOR CLOSING IN CERTIFIED OR BANK CHECK FORM MADE OUT TO: GONZALEZ LAW FIRM, PLLC, TRUST ACCOUNT.** You are welcome to obtain and bring your certified funds after closing if you cannot obtain a final fund amount from my office in time to obtain the same from your bank. Wiring instructions are sent with your CD. **ALL CLOSING FUNDS IN EXCESS OF \$10,000.00 MUST BE WIRED TO OUR TRUST ACCOUNT.**

PLEASE ALSO BE AWARE THAT MATTERS OF ZONING AND ENVIRONMENTAL HAZARDS ARE NOT INCLUDED IN THE STANDARD TITLE SEARCH. Zoning laws affect several things including setback and use requirements for landowners. Environmental hazards include, but are not limited to, the existence of radon gas, lead-based paint, underground storage tanks, and asbestos.

This will usually require a survey from a North Carolina Professional Land Surveyor which we can hire for you if you wish. Our firm and the title company strongly recommend that you have a survey performed on the property you are purchasing. If you do not have a survey performed, we will ask that you sign a Survey Waiver stating that you were informed that it is in your best interest to have a survey performed on the property before your due diligence has expired and/or the transaction is completed.

Would you like Gonzalez Law Firm, PLLC to arrange for a NC Land Surveyor to perform a Survey for you?

***** Please note that if a survey is desired, we need to know 7 business days prior to closing. If neither answer is checked on this sheet, a survey will NOT be ordered on your behalf. *** Survey Fees generally are \$300-\$500*****

It is not generally not required that you get a survey but recommended.

_____ Yes, I would like a survey performed, please have a licensed NC Land Surveyor perform a survey on my behalf.

_____ No, I decline to have a survey performed at this time.

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BUYER INFORMATION SHEET

Date: _____ Closing Date: _____

Buyer(s): _____

Buyer's Contact Phone #(s): _____

Buyer's Email Address(s): _____

Buyer's Current Address: _____

Is buyer selling any real property before or shortly after closing? Yes No

Marital Status: _____

Buyer(s) Social Security Number: _____

(Please understand that this is required for the closing. If you prefer, you may contact our office by phone with this information.)

If you are a Legal Plan Member:

Plan Name: _____ Case#: _____

Seller(s): _____

Property Address: _____

Buyer's Agent Info:

Company _____ License# _____

Agent's Name: _____ License# _____

Contact #'s (o) _____ (m) _____

Email: _____

Commission: _____% _____ Seller's Agent _____ Buyer's Agent

Homeowner's Insurance: _____

Contact/Agent: _____

Phone #: _____

Home Warranty: _____

Policy Number: _____

Phone #: _____

Amount: _____ Has this invoice been paid? yes no

Home Inspection Company: _____

Amount: _____ Has this invoice been paid? yes no

Radon Inspection Company: _____

Amount: _____ Has this invoice been paid? yes no

Termite Inspection Company: _____

Amount: _____ Has this invoice been paid? yes _____ no _____

Wood Destroying Insect Report Ordered? yes _____ no _____

Termite Inspection Company: _____

Amount: _____ Has this invoice been paid? yes _____ no _____

Misc Invoice:

Company who provided service: _____

Amount: _____ This invoice is to be _____ paid outside of closing or _____ paid at closing.

Misc Invoice:

Company who provided service: _____

Amount: _____ This invoice is to be _____ paid outside of closing or _____ paid at closing.

We will have a lender for this transaction _____ yes _____ no

Lender: _____

Contact Person: _____ Phone #: _____

Email: _____

Please forward any additional charges to be collected at closing.

Please complete and return to our office as soon as possible. The fax number is (919) 469-2231 or email info@gonzalezlawfirmpllc.com . Thank you.

Buyer:

Buyer:

Buyer's Signature and Date

Buyer's Signature and Date

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*****FRAUD ALERT***** *Our firm will not update or change our wiring instructions for any reason. If you receive "New" or "Revised" wiring instructions, please contact our office immediately. Wiring instructions will only be verified over the phone.*

WIRING INSTRUCTIONS

Beneficiary Bank: First National Bank
1005 Red Banks Road
Greenville NC 27858

ABA# **043318092**

Beneficiary Name: **Gonzalez Law Firm**

Beneficiary's Account Number: **28450139**

Beneficiary's Address: 110 E Arlington Blvd, Suite R
Greenville, North Carolina 27858

Reference: Borrower's Name (Buyer's Name)

WIRE TRANSFER CUTOFF TIME: 4:00 PM ET

Wires received after this time will not be processed until the next business day