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## **Congratulations on the purchase of your new property!**

We look forward to handling your closing and working with you throughout this transaction.

Please see the attached Buyer Closing Checklist and Buyer Info Form. Your review of the checklist and completion and return of the Buyer Info Form will greatly help in the preparation of your closing documentation.

We suggest that you use your web browser to find our web page located by searching JGRAYLAW.COM. At this site you will see a typical set of closing documents which Buyers are typically required to sign at closing.

If at any point you have any questions or concerns, at any point of the closing process, please do not hesitate to contact us!

Thank you,

Jeff

## Buyer Checklist

- Complete and return the Buyer's Info Form along with copies of your driver's licenses.
- Review property restrictions. We can furnish these to you in the event your agent has not already.
- Complete any club membership applications and review the terms.
- Allow time for any survey, inspections, and repairs.
- Prior to closing we will send draft closing documents for you to review which will be like the Buyer closing documents which can be viewed on the [jgraylaw.com](http://jgraylaw.com) web page.
- Any funds required to be paid for closing will be placed into our trust account and distributed the day of closing as set forth on your closing statement. All funds in our trust are required to be "good funds" prior to distribution. To be good funds, a check must be cleared through our trust or be wired funds. As such, we request you plan with your bank to wire your closing funds the day before closing to our trust. We will furnish wire instructions for our trust account and request you notify us when your wire has been initiated so we can inform you as soon as possible of their receipt into our account. **Wire fraud is on the rise, so we recommend all bank wire instructions are always independently verified before transfer.**
- In South Carolina, property taxes are paid in arrears annually. Property tax bills are sent near the end of October and are delinquent if not paid by the second week of the new year. Unless taxes have been billed, collected, and paid at closing, we will prorate the taxes on the closing statement and provide you with a credit from the seller and you will be responsible for paying the property taxes commencing the year of your closing.
- On your closing day, we will notify you when the transaction is complete. At that time, you will receive by email, copies of all the signed closing documents. At the time we receive your original deed back from the County Recorder's Office, we will forward the original to you along with your Owner's Title Policy, if purchased at closing.

## BUYER INFO REQUEST

PROPERTY BEING PURCHASED: \_\_\_\_\_

BEST PHONE NUMBER(S): \_\_\_\_\_

BEST EMAIL(S): \_\_\_\_\_

REGARDING TITLE TO YOUR PROPERTY:

EXACT SPELLING OF NAME(S) FOR TITLE

\_\_\_\_\_

METHOD OF TAKING TITLE:(CHECK ONE)

JOINT TENANTS WITH RIGHT OF SURVIVORSHIP

TRUST

CORPORATION

OTHER (CALL TO DISCUSS)

ARE YOU PURCHASING A CLUB MEMBERSHIP:  Yes  No

DO YOU INTEND ON CLOSING REMOTELY  OR IN PERSON  ?

PLEASE PROVIDE THE ADDRESS YOU WANT US TO USE POST-CLOSING:

\_\_\_\_\_

DO YOU HAVE ANY QUESTIONS REGARDING YOUR CLOSING WHICH WE CAN ADDRESS AT THIS TIME? \_\_\_\_\_

\_\_\_\_\_

AFTER COMPLETION, PLEASE RETURN TO US VIA EMAIL ALONG WITH A COPY OF YOUR DRIVER'S LICENSES. THANKS!