



C&Z Settlement Services, LLC d/b/a HomesEtc...LLC

## Buyer Transaction Coordinator

Please fax the completed form with a copy of the contract so I can get started working for you today..

### Home Inspection Company

\_\_\_\_\_ Phone \_\_\_\_\_

Apt. times available to meet with company in case entry to the property is needed..

Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Electric Company \_\_\_\_\_

Water/Sewer \_\_\_\_\_

Telephone Company \_\_\_\_\_

Waste Management Company \_\_\_\_\_

Security Company \_\_\_\_\_

**\*\*Suggestions can be made upon request\*\***

### Seller Attorney

\_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Settlement Agent

\_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**NOTE: If I am going to handle the buyer side of the transaction I will also need the following information:**

Existing Survey: Yes/No

Existing Owner's Policy: Yes/No