

Closing Information Transmittal
(Please attach a copy of the sales contract)

Please Type or Print

Date: _____ Closing Dated Requested: _____

Buyer(s) Legal Name: _____
Buyer(s) Phone #: _____ Buyer(s) Work #: _____

Seller(s) Name: _____
Seller(s) Phone #: _____ Seller(S) Work #: _____

Property Address: _____

Legal Description: _____

Buyer's Loan Company and Contact Person: _____

Seller's Existing Mortgage(s) Holder: _____
Address and Phone Number: _____
Loan #: _____

Seller's Additional Mortgage(s) Holder: _____
Address and Phone #: _____
Loan #: _____

Any Known Title Problems: _____

Is Property on a County Road or City Street? _____

Termite Certificate Information: _____

Abstract/Priop Title Policy Information: _____

Mortgage Policy: Yes/No Owners Policy: Yes/No Combo: Yes/No

Buyer's Insurance Agent & Phone Number: _____

Survey Ordered From: _____

Commission Rate: _____ Amount To Other Broker: _____

Buyer(s) Will: _____ Will Not: _____ Be at the Closing.

Seller(s) Will: _____ Will Not: _____ Be at the Closing.

If Not, Please Provide Buyers/Sellers Address and Phone # For Federal Express: _____

Power of Attorney Information: _____

Other Pertinent Information: _____

Please Attach copy of Offer and Acceptance.