

Required Information for closing company

1. The fully executed Offer to Purchase/Sales Contract, along with any changes to the original contract, must be provided to the lender and closing company.
2. Closing date, per contract, should be verified with the lender to ensure the loan can be approved and closed by the proposed date. After lender agrees to a closing date, schedule first with the closing company and then confirm date and time with remaining parties. If either Buyer or Seller will not be attending the closing, the lender and the closing company must know immediately. Any power of attorney must be approved by the lender and the closing company.
3. The side paying the costs typically determines the closing company. Consult with your client and the other agent prior to scheduling the closing with a closing company. If the property is a corporate property (relocation, foreclosure, etc.) the listing agent should provide the name of the closing company.
4. Purchase Price
5. Full name, real estate company and contact information for Listing Agent and Selling Agent.
6. Purchaser(s) Name should read exactly as the Purchaser(s) who will hold the title requests. Anyone taking title must sign the mortgage.
7. Marital statuses must be disclosed of Purchaser and Seller. In most instances, the spouse will have to sign documents at closing, even if the spouse is not on deed.
8. Include the Seller's complete name, including middle initials, as well as any additional names on the deed.
9. Seller's forwarding address, if available.
10. Seller's Social Security number(s) are needed by closing company to order payoffs.
11. Lender's name, contact information and exact loan amount.
12. Exact commission, amount or percentage, and the split between listing and selling companies.
13. Name of warranty company, amount of warranty and, if applicable, warranty commission distribution instructions.
14. Seller generally provides copy of deed with legal description and/or an abstract.
15. Termite Inspection letters must be dated within 30 days of closing. To avoid closing delays, allow adequate time following the termite inspection for needed repairs, structural reports, etc. If a transferable termite bond is in place, order termite inspection from the company that holds the bond.
16. Insurance must be in place prior to closing and is required by closing company and lender. Lender sets minimum coverage and deductible. Purchaser must disclose credit issues to the insurance agent and provide the name of the insurance company, agent and their contact information. Purchaser's failure to obtain insurance early in the closing process will delay closing.
17. The lender and the closing company must be made aware of the status of required repairs well in advance of the day of closing. Will the repairs be completed prior to closing or after? Are repair invoices to be collected on the settlement statement?
18. Confirm:
 - Correct street number, name and zip code of the property.
 - Is a survey required by the purchaser or lender? If so, is an old survey acceptable? Have there been any changes made to the property (new fencing, a pool, outbuildings or additions made to the structure) since the last survey?
 - Where the earnest money is being held.
 - Are existing loans on the property? (Second mortgage; equity lines of credit; a loan with the power or gas company). Was the home purchased using a "down payment assistance" program? If the answer was yes to any of these questions, the closing company needs to know the name of the lender, account number and a contact name/number to order the payoff.

Closing Information Sheet

Closing Company Information:

Company Name: _____ Contact Person _____
Email _____ Phone #: _____ - _____ - _____ Fax#: _____ - _____ - _____

Closing Date and Time: _____ / _____ / _____ am/pm

Property Address: _____

Seller Information:

Name: _____ Name: _____
Phone: _____ Phone: _____
Email: : _____ Email: _____
Homestead? Yes or No Marital Status? Married or Single
Forwarding Address: _____
Listing Agent: _____ Company _____
Email: _____ Phone (office): _____ - _____ - _____ (cell): _____ - _____ - _____ (fax) _____ - _____ - _____

Purchaser/Borrower Information:

Name: _____ Name: _____
Phone: _____ Phone: _____
Email: : _____ Email: _____
Homestead? Yes or No Marital Status? Married or Single
Forwarding Address: _____
Selling Agent: _____ Company _____
Email: _____ Phone (office): _____ - _____ - _____ (cell): _____ - _____ - _____ (fax) _____ - _____ - _____

Closing Information

Lender: _____ Loan Officer: _____
Lender address: _____
Email: _____ Phone #: _____ - _____ - _____ Fax#: _____ - _____ - _____
Loan Amount: \$ _____ Purchase Amount: \$ _____
Earnest Money: \$ _____ Held by _____
Commission: Listing Agent: _____ %/\$ Selling Agent: _____ %/\$
Warranty Company: _____
Amount: \$ _____ Split Check? Yes / No

Abstract/Legal Description: Received from _____ Delivered on: _____ / _____ / _____

Termite inspection ordered from: _____

Date Ordered: _____ Date Received: _____ Contract # _____

Survey Required? Yes /No Ordered on: _____ / _____ / _____ From: _____ Received? Yes/No

Insurance Company: _____ Agent: _____

Email: _____ Phone (office): _____ - _____ - _____ (cell): _____ - _____ - _____ (fax) _____ - _____ - _____

Seller Social Security Number: _____ required for payoff(s)

Repair invoices delivered? Y/N on _____ / _____ / _____ to _____

Fully executed Offer to Purchase/Sales Contract along with any changes delivered:

To closing company on _____ / _____ / _____ to _____

To lender on _____ / _____ / _____ to _____

Name of Lender for payoff: _____ Account number: _____

Lender Contact information _____

Equity lines, second mortgages, down payment assistance, power or gas company liens associated with the loan attached: Yes/No.