

### 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.