

CLOSING INSTRUCTIONS

AGENT: _____ Listing / Selling

PROPERTY ADDRESS: _____

PRICE: \$ _____ CONTRACT DATE: _____ CLOSING DATE: _____

❖ **SELLER(S):** _____

ADDRESS: _____

HOME PHONE: _____ WK PHONE: _____

CELL: _____ EMAIL: _____

PAYOFF INFO: Do You Have? _____ MAILAWAY: _____ Y or N

❖ **BUYER(S):** _____

ADDRESS: _____

HOME PHONE: _____ WK PHONE: _____

CELL: _____ EMAIL: _____

primary home 2nd home investment MAILAWAY: _____ Y or N

❖ **COOPERATING AGENT:** _____

COOPERATING AGENCY: _____

ADDRESS: _____

OFFICE #: _____ FAX#: _____

CELL: _____ E-Mail _____

❖ **CLOSING COMPANY :** _____

CONTACT (FIRST & LAST NAME) : _____

OFFICE #: _____ FAX #: _____

* E-MAIL : _____

❖ **LENDER :** _____

ADDRESS: _____

LOAN OFFICER/PROCESSOR: _____

PHONE #: _____ FAX#: _____

❖ **BUILDING INSPECTOR:** _____ PHONE: _____

Date: _____ Time: _____

WHO NEEDS TO BE NOTIFIED: _____

❖ **TERMITE INSPECTOR:** _____ PHONE: _____

Date: _____ Time: _____

WHO NEEDS TO BE NOTIFIED: _____

❖ **IS THERE A TRANSFERABLE TERMITE BOND?** _____ Y or N
Company name & Phone # : _____

❖ **ARE THERE HOMEOWNERS ASSOCIATION DOCS TO TRANSFER?** _____ Y or N
DO I NEED TO COORDINATE? _____ Y or N

❖ **ARE YOU WRITING THE HOME WARRANTY?** _____ Y or N WHOSE PAYING? _____
COMPANY: _____ AMOUNT: _____

❖ **HAS THE SELLERS DISCLOSURE BEEN PROVIDED TO BUYER/BUYER'S AGENT?** _____ Y or N

❖ **Has file/escrow been submitted to front office w/pending info & copies of contract?** _____ Y or N

WHO NEEDS A COPY OF THE CONTRACT? _____

ACCESS INSTRUCTIONS: _____

IF OCCUPIED NAME & #: _____

SIGN ON PROPERTY: Y OR N COMMISSION: LA _____ BA _____

TO BE REMOVED

TRANSACTION FEE: _____ WHOSE PAYING FOR IT? S / B / BOTH / AGENT

REFERRAL %: _____ TO: _____

SPECIAL INSTRUCTIONS: _____