

**REAL ESTATE CLOSING INFORMATION**

**(LISTING AGENT AND SELLING AGENT TO PROVIDE INFORMATION TO CLOSING ATTORNEY)**

Attach copy of:  Purchase Agreement & All Addenda  Deed  Survey  Title Insurance Policy

Subject Property Address: \_\_\_\_\_  
\_\_\_\_\_  
Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Section # \_\_\_\_\_ Deed Book # \_\_\_\_\_ Page # \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Book of Maps: \_\_\_\_\_ Page: \_\_\_\_\_ Tax Parcel ID# \_\_\_\_\_

Buyer's Name(s): \_\_\_\_\_ Marital Status \_\_\_\_\_  
Current Address \_\_\_\_\_  
Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_  
Social Security Number(s): \_\_\_\_\_  
Buyer Will Obtain New Loan From: \_\_\_\_\_ Will Buyer Attend Closing?  Yes  No  
Lender's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
Hazard Insurance From: Company \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance Agent: \_\_\_\_\_ Fax: \_\_\_\_\_  
Required Coverage Amount \$ \_\_\_\_\_ Premium Amount \$ \_\_\_\_\_  
 Paid in Advance  Paid at Closing  Buyer Will Deliver Policy to Closing  
Flood Insurance From: Company \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance Agent: \_\_\_\_\_ Fax: \_\_\_\_\_  
Required Coverage Amount \$ \_\_\_\_\_ Premium Amount \$ \_\_\_\_\_  
 Paid in Advance  Paid at Closing  Buyer Will Deliver Policy to Closing  
Selling Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
Agent: \_\_\_\_\_ Fax: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Tax ID#: \_\_\_\_\_  
Closing Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_



Seller's Name(s): \_\_\_\_\_ Marital Status \_\_\_\_\_

Current Address \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number(s): \_\_\_\_\_

New Forwarding Address: \_\_\_\_\_

Existing Loans on Property [Continue On Back if Necessary]:

1. Lender's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Lender's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Itemize Any Existing Liens or Judgments: \_\_\_\_\_

Property is Subject to a Homeowners Association (Give Name, Address and Phone # of Person to Contact Regarding Dues, Assessments, etc.): \_\_\_\_\_

Existing Title Insurance Company and Policy #: \_\_\_\_\_

Existing Survey By: \_\_\_\_\_ Dated: \_\_\_\_\_

Will Seller Attend Closing?  Yes  No  Seller Will Come In and Sign Deed Prior to Closing

Closing Attorney to Prepare Seller's Closing Documentation  Deed Should be Mailed to Seller Before Closing

Seller's Attorney Will Provide Closing Documentation

Seller's Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Listing Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Agent: \_\_\_\_\_ Fax: \_\_\_\_\_

Office Address: \_\_\_\_\_

Tax ID#: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

✓	Check Only those Items to be Done	Provider	Ordered By/ Date	Cost	Paid By: B/S	POC: Y/N
	New survey					
	Termite report					
	Termite treatment					
	Related damage repairs					
	Contractor/structural letter					
	Moisture evaluation					
	Moisture abatement					
	Home inspection					
	Related repairs					
	Related repairs					
	Related repairs					
	Radon inspection					
	Radon abatement					
	Asbestos inspection					
	Asbestos abatement					
	Lead paint inspection					
	Lead paint abatement					
	Soil contamination report					
	Tank removal/abandonment					
	Well inspection					
	Well repairs					
	Well abandonment					
	Septic inspection					
	Septic repairs					

**Loan Assumption**

Lender's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Loan #: \_\_\_\_\_ Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Fees/Amount: Credit Report: \$ \_\_\_\_\_ ; Assumption Fee: \$ \_\_\_\_\_ ; Funding Fee: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Loan escrow account? (Yes/No) \_\_\_\_\_

