



Closing Date: _____

Property Address: _____

Seller Name(s) including middle initials if applicable:

Seller(s) Marital Status: husband and wife Single other _____

Seller(s) Social Security Number(s) or Tax ID Number:

HIS SS#) _____ HER SS#: _____

Telephone Numbers:

Home: _____ Work: _____

Cellular: _____ Fax: _____

Mailing Address (or Forwarding Address):

Will Seller(s) Attend Closing? YES NO

If No, provide delivery address for closing package

Is there a mortgage to be paid off? YES NO

If Yes, Lender/Bank Name: _____

Loan Number: _____

Customer Service Telephone #: _____

Is there a Homeowner's/Condo Association? YES NO If yes, please provide:

Name of Management Company _____ Phone # _____

List Agent Commission: _____ % or Flat Fee: \$ _____

Selling Agent Commission: _____ % or Flat Fee: _____

Do you have a Broker Commission Fee: No Yes \$ _____

Any additional information:

Thank you for taking the time to complete this form. This information will expedite the processing of your closing and we appreciate your cooperation. If you have any questions or concerns please do not hesitate to contact us.