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TODAY'S DATE: _____

CLOSING DATE & TIME: _____

CLOSING LOCATION: _____

BUYER'S NAME(S): _____

SELLING AGENT: _____ PHONE: _____ FAX: _____

LISTING AGENT: _____ PHONE: _____ FAX: _____

PROPERTY ADDRESS: _____

SELLER'S INFORMATION

SELLER'S NAME(S): _____

CURRENT ADDRESS: (IF DIFFERENT THAN PROPERTY ADDRESS) _____

FORWARDING ADDRESS: _____

PHONE # (H): _____ (W): _____ (CELL) _____

SSN: _____ (HIM) _____ (HER) _____

SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____

If separated, you will need a recorded separation agreement clearly addressing disposition of the real property and/or a recorded deed from the spouse.

SELLER'S PRIMARY MORTGAGE: _____

ACCOUNT #: _____ CUSTOMER SERVICE PHONE: _____

*WHEN WILL YOU MAKE YOUR LAST PAYMENT? _____

SELLER'S SECOND OR EQUITY-LINE: _____

ACCOUNT #: _____ CUSTOMER SERVICE PHONE: _____

PROPERTY INFORMATION

IS PROPERTY A CONDO? _____ TOWNHOUSE? _____

PROPERTY: IS VACANT? _____ HAS OR HAD TENANTS? _____

MANDATORY HOME OWNER'S DUES: _____ (MO/QUARTER/YEAR)

HOA MANAGEMENT CO: _____ PHONE: _____

YOUR TITLE INS. CO (WHEN YOU PURCHASED): _____

POLICY #: _____ ***CAN BE FOUND ON CLOSING STATEMENT FROM YOUR PURCHASE - LINE #1108**

ANY EXTERNAL CHANGES SINCE YOUR LAST SURVEY? _____

******PLEASE PROVIDE COPY OF LAST SURVEY YOU HAD DONE******

CLOSING INFORMATION

COMMISSIONS: TOTAL _____ % LISTING _____ % SELLING _____ %

SHOULD WE PREPARE SELLER'S DOCS FOR YOU (DEED, ETC.) _____ ? (\$100.00)

****IF NOT, PLEASE BE SURE THAT DOCS ARE FAXED TO US 48 HOURS IN ADVANCE FOR REVIEW. FAILURE TO DO SO, MAY DELAY RECORDING.****

WILL YOU (& YOUR SPOUSE) ATTEND CLOSING? _____ ****IF NOT, PLS CONTACT US IMMEDIATELY****