

# FILE PROCESS TO CLOSE INFORMATION



Property Address: \_\_\_\_\_

## Listing Agent

Name  
.....  
Phone  
.....  
Email  
.....  
Company:  
.....

## Selling Agent

Name  
.....  
Phone  
.....  
Email  
.....  
Company:  
.....

## Seller

Name  
.....  
Name  
.....  
Phone  
.....  
Email  
.....  
Address  
.....  
Seller Transaction/Processing Fee \$  
.....  
Is Seller(s) A U.S. Citizen?  
.....  
Will Seller Be Attending Closing?  
.....  
Does Seller Require An Attorney's Package?  
.....  
Can we contact your client?  
.....

## Buyer

Name  
.....  
Name  
.....  
Phone  
.....  
Email  
.....  
Address  
.....  
Buyer Transaction/Processing Fee \$  
.....  
Will Buyer Be Attending Closing?  
.....  
Does Buyer Require An Attorney's Package?  
.....  
EMD Held By:  
.....  
Lender Contact:  
.....  
Can we contact your client?  
.....  
How do they want to hold title?  
.....

## Commission:

Percentage % Flat Rate \$  
.....  
Listing Broker Split: Selling Agent Split:  
.....  
Commission Based On Net or Gross Sales Price  
.....

## HOA INFORMATION

Contact Name:  
.....  
Phone  
.....  
Email  
.....  
Dues \$ How Often Are Dues Paid?  
.....

## Home Warranty Information

Company  
.....  
Amount Due \$ Charge To:  
.....  
Please forward a copy of the invoice.

## Split Title Company

Name  
.....  
Phone  
.....  
Contact Person:  
.....  
Email:  
.....

## Property Details

Is there a manufactured home on the property?  
.....  
Has there been any work done on the property in the last 180 days?  
.....  
.....

## Notes

.....  
.....  
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