



CLOSING DATA SHEET

1

Date: _____

Address of Property: _____ Tax ID/Parcel #: _____

Title Company/Coordinator: _____

Per Contract-Closing by: _____

Listing Agent: _____ Phone: _____

E-mail Address: _____ Fax: _____

Company Name: _____ Phone: _____

Listing Agent: _____ Phone: _____

E-mail Address: _____ Fax: _____

Company Name: _____ Phone: _____

Purchaser(s): _____

Purchaser(s) Phone: _____ Phone: _____

Purchaser(s) Attorney: _____ Phone: _____

E-mail Address: _____ Fax: _____

Purchaser's Lender: _____ Contact Person: _____

E-mail Address: _____ Phone: _____



CLOSING DATA SHEET

2

Date Applied for Loan: _____ Is loan approved: Yes _____ No _____

Are Contingencies (Inspections) Met: Yes _____ No _____

Will this transaction close Back-to-Back with another deal: Yes _____ No _____

Which Party is involved in the Back-to-Back: Buyer _____ Seller _____

Listing Broker of the Other Deal: _____ Agent _____

Seller(s): _____

Seller (s): Phone: _____ Phone: _____

Seller(s) Attorney: _____ Phone: _____

E-mail Address: _____ Fax: _____

Seller's Mortgage Company Name: _____ Phone: _____

Seller's Mortgage Loan Number: _____

Who is responsible for deed preparation: _____ Title Company or _____ Attorney

*Notes to Closing Coordinator:

1. Contact Purchaser directly for type of deed and spelling – if appropriate
2. Contact client and explain the differences in the policies and the cost of each and let the client choose which coverage they want on the property.
3. Please make certain Realtor is notified of the closing date/time are confirmed
4. Send Realtor a copy of the Preliminary HUD statement prior to closing.



CLOSING DATA SHEET

3

Bills to Be Paid At Closing:

1.) Home Warranty (if applicable):

Warranty Company _____

Amount \$ _____ Charged to: _____ Seller or _____ Purchaser

2.) Miscellaneous Bills

To: _____

Amount \$ _____ Charged to: _____ Seller or _____ Purchaser

Amount \$ _____ Charged to: _____ Seller or _____ Purchaser

Commission:

Seller Side \$ _____ Company _____

Purchaser Side \$ _____ Company _____

Additional Comments:
