



CONTRACT CLOSING INFORMATION SHEET

Please print and fill out completely

COMMISSION SPLIT: S _____ % B _____ % Referral Due? YES NO (If yes, please provide form)

CONTRACT DATE: _____ CLOSING DATE: _____

CONTRACT PRICE: \$ _____ COMMISSION BASED ON: \$ _____

Property Address: _____

MFRMLS # _____ Homeowners / Condo Assoc. & No : _____

Seller: ___ Married ___ Single

Name : _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: (H) _____ (C) _____

Other: _____

Buyer: ___ Married ___ Single

Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: (H) _____ (C) _____

Other: _____

Listing Office Information

Agent Name: _____

Agency: _____

Address: _____

Phone: _____ Fax: _____

Cellular: _____

Email: _____

Buying Office Information

Agent Name: _____

Agency: _____

Address: _____

Phone: _____ Fax: _____

Cellular: _____

Email: _____

Deposits:

Initial Deposit: \$ _____ Received On: _____ Held by: _____

Add'l Deposit: \$ _____ Due On: _____ Rec'vd: _____

Contingencies:

___ Home Inspections to be completed by (date) _____ Ordered by: Selling Agent _____ Title Co: _____

___ Termite to be completed by (date) _____ Ordered by: Selling Agent _____ Title Co: _____

___ Survey to be completed by (date) _____ Ordered by: Selling Agent _____ Title Co: _____

___ Other Inspection: _____

Financing: Cash _____ Conventional _____ Other: (specify) _____

New Mortgage Company: _____ Contact Name & #: _____

Telecompany: _____ Contact Name & #: _____

New Insurance Co: _____ Phone/Fax #: _____

Mail Away? SELLER? ___ YES / NO _____ BUYER? ___ YES / NO _____

DOCUMENTS FOR COMPLETION OF CONTRACT: _____ **MLS SHEET** for all properties please!!!! Updated if it is your listing

___ Contract Signed by Both Seller & Buyer _____ Brokerage Relationship Form ___ Or In Contract

___ Sellers Disclosure Signed by both Seller and Buyer _____ Tax Disclosure

___ HOA Association Disclosure Signed by both Seller and Buyer _____ LBP ___ Flood ___ 55+

___ Receipt of Condo Docs _____ Chinese Drywall

___ Home Warranty Form ___ Or W/ Listing Docs _____ Corporate Owned Form

___ Short Sale Addendum _____ Other Information: _____