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ROSEVILLE FAX: (651) 203-1828
WEST ST. PAUL FAX: (651) 455-2574

CLOSING INFORMATION WORKSHEET

SALE DATE: PROPOSED CLOSING DATE: SALES PRICE: PROPERTY ADDRESS: CITY: COUNTY:
PROPERTY TYPE: VACANT LAND CONDO TOWNHOUSE SINGLE FAMILY NEW CONSTRUCTION

SELLER INFO

BUYER INFO

NAME: SS#: NAME: PHONE: FAX: E-MAIL: MARITAL STATUS: ADDRESS:
NAME: SS#: NAME: PHONE: FAX: E-MAIL: MARITAL STATUS: ADDRESS:

PROPERTY INFORMATION

LEGAL DESCRIPTION: LOT BLOCK SUBDIVISION
PROPERTY ID#: ABSTRACT TORRENS
HOMEOWNERS ASSOCIATION: YES NO CONTACT:
PHONE: FAX: E-MAIL:

EXISTING MORTGAGE

MORTGAGE COMPANY: PHONE:
LOAN NUMBER: FAX:
2ND MORTGAGE COMPANY: PHONE:
LOAN NUMBER: FAX:
CONTRACT FOR DEED HOLDER:
PHONE: FAX: E-MAIL:

NEW MORTGAGE

BROKER: MORTGAGE COMPANY:
PHONE: FAX: E-MAIL:
LOAN OFFICER: CONTACT:
CONTRACT FOR DEED: YES NO C/D HOLDER:
PHONE: FAX: E-MAIL:
2ND MORTGAGE: CONTACT:
PHONE: FAX:

REAL ESTATE COMPANY

LISTING ASSOCIATE: SELLING ASSOCIATE:
NAME: NAME:
PHONE: FAX: PHONE: FAX:
E-MAIL: E-MAIL:
ADDRESS: ADDRESS:

COMMISSION INFORMATION

SALE PRICE: EARNEST MONEY: COMMISSION AMT.:
COMM SPLIT @ CLOSE: YES NO LIST CO SPLIT %: SELL CO SPLIT %:
LIST CO ADMIN FEE: SELL CO ADMIN FEE:

TITLE COMPANY

SELLERS CLOSER: BUYERS CLOSER:
TITLE COMPANY: TITLE COMPANY:
PHONE: FAX: PHONE: FAX:
E-MAIL: E-MAIL:

ADDITIONAL INFORMATION

IS PROPERTY RENTED? YES NO IF YES, FURNISH INFORMATION ON SEPARATE SHEET.
IS THIS A COMMERCIAL/INVESTMENT PROPERTY? YES NO MULTIPLE UNITS: YES NO
IS THIS A 1031 EXCHANGE: YES NO
IS THERE A WELL ON THE PROPERTY: YES NO STATUS:
CAN TITLE COMPANY CONTACT SELLERS: YES NO BUYERS: YES NO