CLOSING INFORMATION

FAX TO REAL ESTATE AGENTS

Today’s Date:

Agent’s Name

Check One: □ Selling Agent, □ Listing Agent or □ Dual Agent

Firm Name

Phone Number

Fax Number

E-Mail

Property Address ­­­­­ Est. Closing Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer(s) Buyer(s) Married? YES or NO

Phone

 Address City/Zip

 Home Inspection $

 Well/Septic $

 Termite $

Lender Contact Phone

Homeowner’s Insurance Phone

Seller Is seller(s) married? YES or NO Phone

 Address City/Zip ­­­­­­­­­­

 Social Security # (husband)

 Social Security # (wife)

1st Mortgage/Ph# Loan #

2nd Mortgage/Ph# Loan #

Prior Title Insurance Company: Policy #

HOA Association Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission- Total to be collected % Split: Listing % Selling %

How would you like to receive your commission check? □ Pick up □ Mail

Additional Information:

 If checked, you want Satterfield Law to prepare the deed and lien waiver.

 If so, will Seller(s) be present at closing? YES or NO (Please circle one)

 If checked, the selling agent will bring the earnest money to the closing.

 If checked, you want Satterfield Law to order a new survey for Buyer. \*\*\* This is Buyer’s responsibility.

**\*\*\*PLEASE NOTE: PLEASE PROVIDE ALL INVOICES AND ADDENDUMS ASAP. Any delays in doing so may cause a delay in consummation/closing!**

**\*\*\*\*WE DO NOT WIRE SELLER FUNDS\*\*\*\***