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CLOSING REQUEST FROM: _____ PHONE NO. _____

Property Address: _____

Closing Date: _____

SELLER INFORMATION

1. Seller Full Name: _____

2. Seller Marital Status: _____ If Married, Spouse's Full Name: _____

3. Seller Complete New Address: _____

4. Seller Social Security Number: _____ (him) _____ (her)

5. Seller Contact Information: Wk: _____ Home: _____ Cell: _____

6. Is Seller a US Citizen: Yes _____ No _____

7. Commission Total: _____ Split: Listing _____ Selling _____ Marketing Fee: _____

8. Existing Mortgage(s):

1st Mortgage

Lender: _____

Loan No.: _____

Phone No.: _____

2nd Mortgage

**** If the Seller has an equity line of credit, please instruct the Seller to block the account prior to closing and send written evidence to our office.**

Lender: _____

Loan No.: _____

Phone No.: _____

9. Homeowner Dues: _____ Management Co.: _____ Phone No.: _____

10. Does Seller want closing agent to prepare Deed and Lien Waiver (\$125 fee)? Yes _____

11. Please list any other charges or credits to be shown on HUD-1: _____

12. Seller current Title Insurance Policy Is With: _____

(Look on HUD for company name if unable to find policy)

13. Will the Seller attend the closing? _____ Yes

Please return Seller's loan/payoff information as soon as possible as it could take up to 10 days to receive payoff statements.