

CLOSING CHECKLIST

File No. _____ Closing Date ____/____/_____
Consideration \$ _____ Mortgage Amount \$ _____
Purchase Contract in file _____ Expiration Date of Contract _____
Date of Possession: _____ Act of Sale _____ Other (Specify) _____

Parties

Buyer 1 _____ Buyer 2 _____
SS # _____ SS # _____
Marital Status _____

Buyer's Address: _____
Buyer's County: _____ Telephone # _____ (Work)
Telephone # _____ (Home) Fax # _____

Selling Broker: _____ Telephone # _____ (Work)
Selling Agent _____ Telephone # _____ (Home)
Fax # _____

Seller 1 _____ Seller 2 _____
SS # _____ SS # _____
Marital Status _____

Seller's Address: _____
Seller's County: _____ Seller's Telephone # _____
Loan with _____ Loan # _____

Listing Broker _____ Telephone # _____ (Work)
Listing Agent _____ Telephone # _____ (Home)
Fax # _____

Lender: _____
Lender's Address: _____
Originator: _____ Telephone # _____
Fax # _____

Type of Loan: () FHA () FmHA () VA () Conv Uninsur () Conv Ins
Lender's File # _____ Mtge. Ins. # _____

Property

Short Legal Description: _____
County: _____
Address: _____

Surveyor: _____ Survey Date: _____
Survey Ordered: _____
Abstractor: _____ Abstract Date: _____
Abstract Ordered: _____
Insurance Agent: _____ Phone #: _____ Fax #: _____

Referred By: Individual (give name) _____
Ad: Carroll County News _____ Lovely County Citizen _____
Telephone Directory: Real Yellow Pages _____ Names and Numbers _____
Mozarks _____ Windstream _____ Other (please name) _____
Internet (please name search engine) _____
Sign (where) _____
Other: _____
Did you visit the website KristiKendrick.com? yes/no

HUD 1 Information

Earnest Money Deposit \$ _____ Agent's Commission \$ _____
Lender to be Paid Off: _____
Telephone # _____ Amount of Payoff: \$ _____
Doc Stamps \$ _____ Title Insur Prem \$ _____
Search Fee \$ _____ Deed Record Fee \$ _____
Mortgage Record Fee \$ _____ Release Record Fee \$ _____
Survey Fee \$ _____ Pest Inspec Fee \$ _____
Fed Ex or Courier Fees \$ _____

Taxes Paid Through: _____
Tax Bill No. _____ Assessment: \$ _____ Tax: \$ _____

Closing Steps

Copy Driver's Licenses ____
Return earnest money note to purchaser _____

Other Requirements or Important Information