

REALTOR INFORMATION WORKSHEET

The following information pertains to the closing for:

ADDRESS: _____

BUYER: _____

SELLER: _____

Selling Agent: _____ Phone : _____ Agency: _____

Listing Agent: _____ Phone : _____ Agency: _____

Closing Date: _____ Time: _____ Location: _____

Payoff Information:

Social Security Numbers: _____

1st Mortgage _____ Loan # _____

2nd Mortgage: _____ Loan # _____

****Please also forward the sellers authorization to order payoffs****

Contract Sale Price: _____ Commission Split _____ Listing Agent _____

Selling Agent _____

Additional Broker Fee? If so, how much? _____

Earnest Money Amt: _____ Deduct or Return (circle one)

Home Warranty Amt: _____ Paid by Buyer or Seller (circle one)

Company: _____

Active HOA? Yes or No (circle one)

HOA Name _____ Phone #: _____

Seller Paid Closing Cost? Yes or No (circle one) If so, How much? _____

Prepare deed: Yes or No (circle one)

Seller Marital Status? _____ Both Attending? Yes or No (circle one)

PLEASE NOTE: If the spouse of either the Seller or Buyer **CANNOT ATTEND** the closing, then, subject to lender approval, there are two options:

1. Required documents **MUST** be signed in advance by the party not attending closing; **OR**
2. A Power of Attorney, which has been reviewed and approved in advance, **MUST** be utilized to sign at closing.

Failure to meet these requirements may cause delay and/or postpone the closing.

Additional information: _____

**Once completed, please fax to
ACS Title & Closing Services at 513-863-8395.**