



CLOSING INFORMATION SHEET

Listing Agent/Company /Telephone Number: _____

License No. Agent _____ E-Mail _____

License No. Company _____

Selling Agent/Company /Telephone Number: _____

License No. Agent _____ E-Mail _____

License No. Company _____

Property Address being sold: _____

Seller's Name(s): _____

Seller's telephone number: _____

Seller's New Address: _____

Buyer's Name(s): _____

Buyer's Telephone number: _____

Buyer's New Address: _____

Buyer's Lender: _____

Lender Contact (if known): _____
(Name/ Telephone Number)

Closing Date: _____ Closing Location: _____

Heating Type: Natural Gas _____ Electric _____ Oil _____ (NEED VALUE OF OIL IN TANK)

Water: Municipal _____ Private Well _____ Shared Well _____ (If shared well - please provide details of payment)

Sanitary: Municipal Sewer _____ Private Septic _____

Is property Seller's Homestead? Yes _____ No _____

If Seller is married: Non-titled Spouse's Legal Name: _____

Will Buyers live in property? Yes _____ No _____

Tenant Occupied Property: (All rental terms assumed to be month to month starting on first of the month unless otherwise specified)

Unit Description: _____ Rent \$ _____ Escrow \$ _____

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(Attach additional list of tenants/rents/escrows, if required)

Who pays water/sewer? Tenant _____ Owner _____

If property is a condominium or there is a Homeowners Association:

Contact Information for Association: Name: _____

E-mail: _____

Telephone Number: _____

Commissions: Listing Agent Commission (percentage or flat fee): _____

Co-Broker Agent Commission (percentage or flat fee): _____

Listing Agent Administrative Fee to Seller: _____

Other Listing Agent charges to Seller: _____

Comments/Special Instructions:

Note: We will need a social security number for each buyer and seller – due to security concerns, please arrange for these numbers to be called in to our office. DO NOT PROVIDE THIS INFORMATION VIA E-MAIL.

Ambassador Title Corporation:

RACINE:

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