

# REAL ESTATE SALE

Client: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

SSN: \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Property: \_\_\_\_\_

Buyer: \_\_\_\_\_

Buyer's Attorney: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Real Estate Agents:

Selling \_\_\_\_\_ Phone \_\_\_\_\_

Listing: \_\_\_\_\_ Phone: \_\_\_\_\_

Commission Info: \_\_\_\_\_

Bank: \_\_\_\_\_

Bank's Attorney: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Held By: \_\_\_\_\_

Closing Date: Per Contract: \_\_\_\_\_ Preferred: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Contract Dates: Mortgage Contingency: \_\_\_\_\_ Commitment Received? \_\_\_\_\_

Inspections: \_\_\_\_\_

Releases Needed: First Mortgage: \_\_\_\_\_ Second Mortgage: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Condominium:

Management Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Resale Pkg. Ordered: \_\_\_\_\_ Waiver of Right of 1st Refusal: \_\_\_\_\_

Tenant Info: \_\_\_\_\_

Buyers' Names For Title: \_\_\_\_\_

Adjustment Info: Taxes: \_\_\_\_\_ Fuel: \_\_\_\_\_

Water: \_\_\_\_\_ Common Charges: \_\_\_\_\_

Sewer Use: \_\_\_\_\_ Fire District: \_\_\_\_\_

Miscellaneous Info: Seller attending closing? \_\_\_\_\_

Are corporate documents needed? \_\_\_\_\_

Who cuts checks: \_\_\_\_\_ 1099-S Reporting: \_\_\_\_\_

Actual Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

All Parties Notified: Client: \_\_\_\_\_ Realtor: \_\_\_\_\_

Sellers' Forwarding Address: \_\_\_\_\_

Outstanding Post Closing Issues: \_\_\_\_\_