

CLOSING INFORMATION SHEET

Our File No.:

Property Address:

Listing Agent Information	
Listing Company	License No.:
Address:	
Agent:	License No.:
Phone:	
Fax:	
Email:	
Buyer Agent Information	
Buyer Company:	License No.:
Address:	
Agent:	License No.:
Phone:	
Fax:	
Email:	
Commission Information	
Commission is based on: \$ _____	
Listing Side % _____ \$ _____ Listing Agent Admin Fee: \$ _____	
Buying Side% _____ \$ _____ Selling Side Admin Fee: \$ _____	
Other Fees: _____	
Closing Information	
Seller Closing Cost Contribution:	% _____ \$ _____
Earnest Money:	\$ _____ Brought to Closing/Deducted from Commission
Home Warranty:	Y/N To: _____ Cost: \$ _____
	Paid By: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Listing Agent <input type="checkbox"/> Selling Agent
Survey:	Y/N To: _____ Cost: \$ _____
	Paid by: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller
Additional Info:	

Is the Property Located in an HOA

Does the HOA Have First Rights of Refusal

HOA NAME:

HOA PHONE:

HOA FAX NO:

HOA EMAIL: