

**ACTION TITLE INC.  
REAL ESTATE CLOSING REQUEST**

**TRANSACTION INFORMATION:**

Listing Co. \_\_\_\_\_ Agent \_\_\_\_\_

Ph \_\_\_\_\_ E-mail \_\_\_\_\_

Selling Co. \_\_\_\_\_ Agent \_\_\_\_\_

Ph \_\_\_\_\_ E-mail \_\_\_\_\_

Listing Commission % \_\_\_\_\_ Split Commission at closing \_\_\_\_ yes \_\_\_\_ no

Listing % \_\_\_\_\_ Selling % \_\_\_\_\_

Sale Price \$ \_\_\_\_\_ Location of Abstract \_\_\_\_\_

Earnest Money \$ \_\_\_\_\_, held by \_\_\_\_\_

Property Address \_\_\_\_\_

Parcel ID# \_\_\_\_\_ Anticipated Closing Date \_\_\_\_\_

Legal Description \_\_\_\_\_

Is this a County Parcel Split: \_\_\_\_ yes \_\_\_\_ no

Is survey provided \_\_\_\_ yes \_\_\_\_ no

Private Well \_\_\_\_ Yes \_\_\_\_ None \_\_\_\_ Vacant land \_\_\_\_ City water

Septic on property \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Vacant land \_\_\_\_ City sewer

If yes: \_\_\_\_ Conforming \_\_\_\_ Installed within last 5 years \_\_\_\_ Needs Inspection

**SELLER INFORMATION:**

Seller's name \_\_\_\_\_

SSN \_\_\_\_\_

Seller's name \_\_\_\_\_

SSN \_\_\_\_\_

Marital Status \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_  
Add. after closing \_\_\_\_\_

\_\_\_\_\_  
Ph. (home) \_\_\_\_\_

Ph. (cell) \_\_\_\_\_

Ph. (work) \_\_\_\_\_

E-mail \_\_\_\_\_

**BUYER'S INFORMATION**

Buyer's name \_\_\_\_\_

SSN \_\_\_\_\_

Buyer's name \_\_\_\_\_

SSN \_\_\_\_\_

Marital Status \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_  
Add. after closing \_\_\_\_\_

\_\_\_\_\_  
Ph. (home) \_\_\_\_\_

Ph. (cell) \_\_\_\_\_

Ph. (work) \_\_\_\_\_

E-mail \_\_\_\_\_

**PAYOFF INFORMATION:**

Underlying Contract for Deed holder: \_\_\_\_\_

Ph \_\_\_\_\_ E-mail \_\_\_\_\_

Existing Mortgage Company \_\_\_\_\_

Loan # \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**BUYER'S LENDER INFORMATION:**

Mortgage Company/Bank \_\_\_\_\_

Contact person \_\_\_\_\_ Ph. \_\_\_\_\_

E-mail \_\_\_\_\_ Fax # \_\_\_\_\_