

ATTORNEY CLOSING INFORMATION SHEET

Attorney Information

Buyer's Attorney

Contact Person _____
 Attorney Address _____
 City, State Zip _____
 Office # _____
 Fax # _____
 Email _____
 Closing Date _____
 Closing Time _____ AM PM

Seller's Attorney

Contact Person _____
 Office Phone _____
 Fax Number _____
 Email _____

Property and Closing Information

Property Address

City, State Zip _____
 County _____
 Subdivision _____
 Tax Map # _____
 Water Company _____
 Sewer Company _____

Sales Price \$ _____
 Other Terms _____
 Home Warranty? Yes No
 Company _____
 Phone # _____
 Paid by Seller Buyer
 Cost \$ _____

Seller/ Information

Seller 1 Name

Social Security # _____
 Home # _____
 Work # _____
 Cell # _____
 Email Address _____
 Address after Closing _____
 City, State Zip _____
 POA Needed? Yes No

Seller 2 Name

Social Security # _____
 Home # _____
 Work # _____
 Cell # _____
 Email Address _____
 Address after Closing _____
 City, State Zip _____
 POA Needed? Yes No

Buyer / Information

Buyer 1 Name

Home # _____
 Work # _____
 Cell # _____
 Email Address _____
 POA Needed? Yes No
 New Survey? Yes No
 Primary Residence? Yes No

Buyer 2 Name

Home # _____
 Work # _____
 Cell # _____
 Email Address _____
 POA Needed? Yes No

Realtor Information

Listing Agent

Listing Agent Co. _____
 Phone # _____
 Mobile # _____
 Fax # _____

Buying Agent

Buying Agent Co. _____
 Phone # _____
 Mobile # _____
 Fax # _____

Email _____
Commission _____ %

Email _____
Commission _____ %

ATTORNEY CLOSING INFORMATION SHEET

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Property Address _____
City, State Zip _____

Buyer 1 Name _____
Buyer 2 Name _____

Mortgage Information

Seller's 1st Mtg. Co.
Account # _____
Phone # _____

Buyer's Mtg. Co.
Mortgage Broker _____
Office phone # _____
Cell # _____
Fax # _____
Email _____
2nd Mtg at closing? _____

Second Mtg. Co.
Account Number _____
Phone # _____

Homeowners Associations Home Owners Insurance

HOA Name _____
Contact Person _____
Phone # _____
Annual Dues \$ _____
Paid Yr Qtr Mo

Insurance Co. _____
Contact _____
Phone # _____

HVAC Inspection Termite Inspection

Company _____
Phone # _____
Paid by Seller Buyer
Cost \$ _____

Company _____
Phone # _____
Paid By Seller Buyer
Cost \$ _____

Other Contract Information and Special Instructions
