

MLS or File No: _____

Company Lead? Yes No Lead Source: _____

Closing Notice

Agent: _____

Buyer/Tenant Seller/Landlord Both

Customer(s) Names: _____

Email Address: _____

Property Addr: _____

Closing Date: _____ Title Co./Atty: _____

Title Co./Atty Phone: _____ MLS # _____

Agent Paid at Closing (must be approved closing agent)

Total Commission: _____ Transaction Fees: _____

Commission Participants other than Agent:

Special Instructions & Comments:

Other Agent: _____ Public ID: _____

Other Office: _____ Phone: _____

Documents needed on each file (Include anything else you think is relevant):

- * **Final Signed Settlement Statement or HUD1**
- * **Signed Disclosures (any)**
- * **Checks**
- * **Contracts (purchase, listing or lease)**
- * **Inspections or Inspection Disclosure**
- * **Final Walk-Through (Buyer Signed)**
- * **Any agreements signed by Buyer/Seller**



Rev. 011618

Community Info:

Name: _____

Type: _____

Address (if bldg.) _____

Management Co (or self) _____

Contact Person: _____ Phone: _____

Email: _____

Maintenance Fee: _____ How Paid?(M/Q/A): _____ App Fee: _____

Gated? _____ Kind of Gate: _____

Pet Info: _____

Leasing Info: _____

Restrictions: _____

Amenities: _____

Comments: _____
