

Performance Title, LLC
131 West Main Street
Eaton, Ohio 45320
937-456-1095
937-456-6718

SELLING AGENT:
E-MAIL:
PHONE:
FAX:
CELL:

PRE-CLOSING INFORMATION FOR THE BUYER

Buyer's:
Property Address:
Our File Number:

Our office is doing a closing for the above referenced property. I would like to introduce myself and let you know who will be working on your file and taking care of your customers.

My name is _____. Please feel free to call me at anytime. I will be glad to answer any questions you or your customers may have.

_____ will be working up the Settlement Statement once we receive the package from the Buyer's lender and she will fax it to you for your review.

To ensure a smooth and successful closing, please call or fax us the following information:

BUYERS CONTACT INFORMATION:
Home: _____
Work: _____
Cell: _____
E-mail: _____

REALTOR COMMISSION: _____ % BASED ON \$ _____
Listing Agent \$ _____ %
Selling Agent \$ _____ %
Earnest Money \$ _____ Held by: _____
Deduct from Listing/Selling Agent's commission? _____ OR
Refund to Buyer at Closing \$ _____

HOMEOWNER'S INSURANCE INFORMATION:
Agent's Name: _____
Number: _____
Premium: \$ _____ Collect/POC

SELLER PAID CLOSING COSTS:

_____ % OR \$ _____

FOR A SMOOTH CLOSING:

- Let us know if the buyer is unable to attend the closing.
- Remind the buyer(s) to bring picture ID to closing.
- If funds are required for closing, anything over \$500 must be certified.
- Please make the certified check payable to your buyer and they can endorse the back of the check at closing OR make check payable to Performance Title, LLC.
- Please provide the Hazard Insurance Policy – Declaration Page prior to closing.

WE WILL FAX A HUD-1 TO YOU AS SOON AS WE HAVE ALL OF THE BUYER'S INFORMATION AND THE LENDER'S CLOSING INSTRUCTIONS. WE LOOK FORWARD TO DOING BUSINESS WITH YOU!!!

Performance Title , LLC
131 West Main Street
Eaton, Ohio 45320
937-456-1095
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LISTING AGENT:
E-MAIL:
PHONE:
FAX:
CELL:

PRE-CLOSING INFORMATION FOR THE SELLER

Seller(s):
Property Address:
Our File Number:

Our office is doing a closing for the above referenced property. I would like to introduce myself and let you know who will be working on your file and taking care of your customers.

My name is _____. Please feel free to call me at anytime. I will be glad to answer any questions you or your customers may have.

_____ will be working up the Settlement Statement once we receive the package from the Buyer's lender and she will fax it to you for your review.

To ensure a smooth and successful closing, please call or fax us the following information:

SELLER'S INFORMATION:
Home: _____ Work: _____
Cell: _____ E-mail: _____
His SS#: _____ Her SS#: _____
Seller's forwarding address: _____ _____

****If you would like for us to obtain payoffs, we will need Customer Authorization****

MORTGAGE PAYOFF INFORMATION:
1st Mtg: _____
Phone: _____ Acc't #: _____
2nd Mtg: _____
Phone: _____ Acc't #: _____

REALTOR COMMISSION: _____ %
Listing Agent \$ _____ %
Selling Agent \$ _____ %
Earnest Money \$ _____ Held By: _____
Deduct from Listing/Selling Agent's commission? _____ OR
Refund to Buyer at closing? _____

REPAIR BILLS TO BE PAID FROM SELLERS PROCEEDS:

TERMITE INSPECTION

Paid by: Buyer/Seller (please circle one)

Collect \$ _____ Make check payable to: _____

HOME WARRANTY

Paid by: Buyer/Seller (please circle one)

Collect \$ _____ Make check payable to: _____

HOMEOWNERS/CONDO ASSOCIATION PHONE NUMBER/CONTACT (if applicable)

Association: _____ Phone # _____

Collect: \$ _____

FOR A SMOOTH CLOSING:

- Let us know if the seller is unable to attend the closing.
- Remind the seller(s) to bring picture ID to closing.
- If funds are required for closing, anything over \$500 must be certified.
- Please make the certified check payable to your seller and they can endorse the back of the check at closing OR make check payable to Performance Title, LLC.
- Please fax the termite inspection prior to closing and bring the original.

WE WILL FAX A HUD-1 TO YOU AS SOON AS WE HAVE ALL OF THE SELLER'S INFORMATION AND THE LENDER'S CLOSING INSTRUCTIONS. WE LOOK FORWARD TO DOING BUSINESS WITH YOU!!!