

# TitleSmart, Inc.

## SELLER SIDE CLOSING WORKSHEET

Sales Price: \$ \_\_\_\_\_

Closing date: \_\_\_\_\_ Time preference: \_\_\_\_\_

Property address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Total Commission %: \_\_\_\_\_ Based on: \$ \_\_\_\_\_

Broker Admin fee: YES NO

Earnest Money: \$ \_\_\_\_\_ (attach copy of check)

Seller Paid Closing Costs: YES NO  
IF YES: \_\_\_\_\_% or Flat Amount: \$ \_\_\_\_\_

### SELLER INFORMATION: (If different from Subject Property)

Current Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Seller at Closing: YES NO  
If NO: Presign Appt Overnight Docs  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Mortgage Info: Free & Clear 1st Mortgage 2nd Mortgage  
Last digits of Social Security Number: \_\_\_\_\_

1st Mortgage:  
Company Name: \_\_\_\_\_  
Loan Number: \_\_\_\_\_

2nd Mortgage:  
Company Name: \_\_\_\_\_  
Loan Number: \_\_\_\_\_

Additional Mortgages:  
Company Name: \_\_\_\_\_  
Loan Number: \_\_\_\_\_

(continued)

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Homeowners Association: YES NO

Association name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Dues Paid: Monthly Quarterly Yearly

Dues Amount: \_\_\_\_\_

Title is Held in: Seller(s) Name Trust Corporation Other  
If Other: \_\_\_\_\_

Title Evidence: TORRENS ABSTRACT PRIOR POLICY

Abstract Location: \_\_\_\_\_

Prior Policy-Title Company Name: \_\_\_\_\_

Buyer(s) Title Company:

Company Name: \_\_\_\_\_

Closer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Invoices and Other Bills: \_\_\_\_\_

Home Warranty: YES NO POC

Paid by: SELLER AGENT OTHER

Other: \_\_\_\_\_

Water Test: YES NO POC

If YES, attach invoice

Septic Inspection: YES NO POC

If YES, attach invoice

Other Bills to be paid at closing: YES NO

If YES, attach invoice

Addition information

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