

Real Estate Closing Worksheet

Today’s Date: \_\_\_\_\_  
Listing Office: \_\_\_\_\_  
Selling Office: \_\_\_\_\_  
Sales Price: \_\_\_\_\_

Title Commitment # \_\_\_\_\_  
Listing Agent Name \_\_\_\_\_  
Selling Agent Name \_\_\_\_\_  
Estimated Closing Date \_\_\_\_\_

Commission  
Percentage \_\_\_\_\_ Total Amount \_\_\_\_\_

Split How?  
☐ 50/50    ☐ Other (specify) \_\_\_\_\_  
\_\_\_\_\_

Commission Based On  
☐ Full Sales Price    ☐ Sales Price Less Concessions

Seller Concessions Based on Sales Price  
\$ or % Amount : \_\_\_\_\_ ☐ No Concessions

Realtor - Fee(s)  
*Type of Fee - Payable to LISTING AGENT*  
☐ Transaction    ☐ Commission    ☐ Processing  
☐ N/A    ☐ Other - Specify \_\_\_\_\_

*Type of Fee - Payable to LISTING AGENT*  
☐ Transaction    ☐ Commission    ☐ Processing  
☐ N/A    ☐ Other - Specify \_\_\_\_\_

Charge Who?  
☐ Buyer    ☐ Seller    Amount: \_\_\_\_\_  
Earnest Deposit  
\_\_\_\_\_  
EMD Held By:  
\_\_\_\_\_

Charge Who?  
☐ Buyer    ☐ Seller    Amount: \_\_\_\_\_  
Subject Property Address  
\_\_\_\_\_  
County  
\_\_\_\_\_

Seller Information

Seller(s) Names: \_\_\_\_\_  
Seller(s) Current Addresss \_\_\_\_\_  
Seller(s) Social Security Number \_\_\_\_\_  
\_\_\_\_\_

Will Attend Closing ?  
☐ YES    ☐ NO  
If not at Close-How will Seller Sign?  
☐ POA    ☐ Mail Away  
If Mail Away- What docs will be sent to sellers?  
☐ All Docs    ☐ Auth To Close

Martial Status  
☐ H/W    ☐ A Single Man    ☐ N/A    ☐ A Single Woman    ☐ Other - Specify \_\_\_\_\_  
Current Lien Information (If Applicable) IE: Separated/Widowed  
1st Lienholder \_\_\_\_\_ 2nd Lienholder \_\_\_\_\_  
Homestead % Payoff Authorization Provided  
☐ YES    ☐ NO    ☐ YES    ☐ NO  
If Seller no longer lives at Subject Property - when did they move out? (need Date)  
\_\_\_\_\_

Buyer Information

Buyer(s) Names: \_\_\_\_\_  
Buyer(s) Current Addresss \_\_\_\_\_  
Buyer(s) Social Security Number \_\_\_\_\_  
\_\_\_\_\_

Will Attend Closing ?  
☐ YES    ☐ NO  
If not at Close-How will Buyer Sign?  
☐ POA    ☐ Mail Away  
If POA, Has Lender Approved it?  
☐ YES    ☐ NO

Marital Status  
☐ H/W    ☐ A Single Man    ☐ A Single Woman    ☐ Other - Specify \_\_\_\_\_  
IE: Separated/Widowed

Borrower to Vest Title as:  
☐ H/W    ☐ JTWFROS    ☐ Tenants In Common    ☐ A Single Woman    ☐ Single Man    ☐ Other - Specify \_\_\_\_\_  
\_\_\_\_\_

Buyer New Mortgage Information

Lender Name: \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Inspections

Company Name	Who is the responsible Party			Invoice Amount	
Pest	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Well	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Septic	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Water	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Survey	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Home Warranty	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
Other	Buyer	Seller	N/A		POC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>

Prorations, Usage, Rents & Assessments

Tax Prorations

☐ Calendar Year Arrears    ☐ Due Date Forward

☐ N/A    ☐ Other (Explain)

\_\_\_\_\_

Special Assessments

☐ Seller PIF @ Close    ☐ Buyer To Assume

☐ N/A    Assess Type    Payoff Amount

\_\_\_\_\_

Usage Prorations

☐ Water    ☐ Sewer    ☐ Both    ☐ N/A

Possession

☐ At Close    ☐ With Rent

☐ Other (Specify)    ☐ Without Rent

\_\_\_\_\_

Deed/Land Contract Information

Order From:

Attorney Name

\_\_\_\_\_

☐ Warranty Deed    ☐ Quit Claim Deed    ☐ Land Contract

☐ Memorandum of Land Contract

HOA Information (if applicable)

Is there an Association?

☐ Yes    ☐ No

If Yes, Provide Contact Info

\_\_\_\_\_

Miscellaneous (Other)

(IE: Explanations for any above, Mail Away, Trust, Operating Agreement, Special Accommodations, split parcel, etc...)  
Please provide any important information to assist in closing.

\_\_\_\_\_