

Address _____

Seller _____ Buyer _____

Agent _____ Agent _____

Seller's Lender _____ Loan # _____

Termite Listing Letter _____ Closing Letter _____ Sent to Lender _____

Closing Letter _____ Sent to Lender _____

Closing Date _____ Time _____

Attorney Name _____ Phone _____ Fax _____

Lender Name _____ Phone _____ Fax _____

Well Letter _____ Sent to Lender _____

Septic Letter _____ Sent to Lender _____

Commission Instructions _____ Sent to Attorney _____

Buyers Insurance Co. _____

Inspection date & Time _____

Walk through date & Time _____

Card seller _____ Buyer _____

Gifts seller _____ Buyer _____

If line items don't apply to your home that is selling put N/A in the blank
If you want something added let Gina know and we will add it, but this is just to help
keep up with all that paper work we are required to do.