



# Closing Information Checklist

## PROPERTY INFORMATION

Property Address:	Parcel #(s):
Brief Legal Description:	

## AGENTS & FEES

Listing Agent:	Selling Agent:		
Commission & Split:	Buyer Paying Commission?	Yes \$	No
Seller Admin Fee? Yes \$ No	Buyer Admin Fee?	Yes \$	No
Anticipated Closing Date:	Earnest Money Deposit:	Held by:	

## BUYER(S) INFORMATION

Buyer Name:	Phone #:
Email Address:	Address:
Buyer Name:	Phone #:
Email Address:	Address:
Primary Residence? Yes No	<b>NOTE: If purchasing with cash/private lender with an entity/trust, **FINCEN may be required — this is a \$120 fee to buyer**</b>
<b>How buyer would like to take title (check one):</b> Married Couple, as tenants by the entirety Joint Tenants Joint Tenants with full right of survivorship Tenants in common LLC/Corporation/Partnership ** Trust **	Additional notes:

## SELLER(S) INFORMATION

Seller Name:	Phone #:
Email Address(s):	Address:
Seller Name:	Phone #:
Email Address(s):	Address:
If multiple sellers, how are proceeds being split?	

## PROPERTY DETAILS

Township/City Water? Yes No	Well? Yes No
Township/City Sewer? Yes No	Septic? Yes No
Fuel Proration? Yes No Fuel Provider?	Seller Concession? Yes \$ No
Manufactured Home? Yes No	Vacant Land? Yes No If yes, does the buyer intend to build? Yes No

**Please provide the completed checklist, the purchase agreement, and any supporting documents (death certificates, divorce decrees, powers of attorney, etc.). If you have a current survey of the property, please provide a copy to Peninsula Title Agency.**

**If sellers have a current mortgage, please include a general authorization so that Peninsula Title Agency, Inc. can obtain payoff information.**