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| **Intake form Buyer(s)** | |
|  | Confirm how they are taking Title to the property |
|  | Are the persons in the contract also obtaining the financing (or just one of them) |
|  | Their legal name (how their ID reads) and marital status (are they legally married) |
|  | Do they have an attorney |
|  | Are we doing the closing |
|  | Contact for lender or mortgage broker |
|  | Their Real Estate Broker information |
|  | If we are not holding the Escrow Deposit, who is |
|  | What is the best way to contact them (cell and email address) |
|  | Will they attend the closing in person |
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|  | Will they attend the closing in person | |
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| **Intake form Seller** | |
|  | Do they have an attorney |
|  | Prior Owner’s Policy |
|  | Survey |
|  | If they have a mortgage on the property, phone number, loan number, and social security number so we can obtain payoff information |
|  | If there is an HOA or Condominium, the phone number for the management company and account number. |
|  | Their Real Estate Broker information |
|  | Confirm the seller have Social Security, and this is not a FIRPTA |
|  | What is the best way to contact them (cell and email address) |
|  | Will they attend the closing in person |
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| **Intake form Refinance** | |
|  | Prior Owner’s Policy |
|  | Survey of present home and confirm no significant changes have been made (like built a pool) |
|  | Their legal name (how their ID reads) |
|  | Are we doing the closing |
|  | Who is obtaining the financing (if a married couple both or one of them) |
|  | Contact for lender or mortgage broker |
|  | If they have a mortgage on the property, phone number, loan number, and social security number so we can obtain payoff information |
|  | What is the best way to contact them (cell and email address) |
|  | Will they attend the closing in person |
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|  | Will they attend the closing in person |
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Text

Description automatically generated

**CLOSING INFORMATION**

|  |  |
| --- | --- |
| Date File Opened:Click or tap to enter a date. | File:Click or tap here to enter text. |
| Property Address:Click or tap here to enter text. | |

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| **CONTRACT INFORMATION** | |
| Purchase price: $Click or tap here to enter text. | Deposit amount: $Click or tap here to enter text. |
| Deposit held by:Click or tap here to enter text. | Amount withheld: $ Click or tap here to enter text. |
| Confirmed how taking title: Click or tap here to enter text. | |

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| **BUYERS’ / BORROWERS’ INFORMATION** | | | | |
| Legal name: Click or tap here to enter text. | | | SSN/EIN #:Click or tap here to enter text. | |
| Legal name: Click or tap here to enter text. | | | SSN/EIN #: Click or tap here to enter text. | |
| Legal name: Click or tap here to enter text. | | | SSN/EIN #: Click or tap here to enter text. | |
| Mailing address: Click or tap here to enter text. | | | | |
| Cell: Click or tap here to enter text. | Home: Click or tap here to enter text. | | Email: Click or tap here to enter text. | |
| Attorney: Click or tap here to enter text. | | | Paralegal: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Fax: Click or tap here to enter text. | | Email: Click or tap here to enter text. | |
| Other: Click or tap here to enter text. | | | | |
| Attending closing in person?Choose an item. | | Cash to close wire? Click or tap here to enter text. | | **FRAUD WARNING** |

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| **INSURANCE INFORMATION** | |
| **Master policy (Condo/Co-Op):** Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **Hazard policy:** Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **Wind policy:** Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **Flood policy:** Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

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| **FINANCING INFORMATION** | |
| **1st Lender:** Click or tap here to enter text. | |
| Loan amount: Click or tap here to enter text. | Loan number: Click or tap here to enter text. |
| Contact person: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **2nd Lender:** Click or tap here to enter text. | |
| Loan amount: Click or tap here to enter text. | Loan number: Click or tap here to enter text. |
| Contact person: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **Mortgage Broker:** Click or tap here to enter text. | |
| Contact person: Click or tap here to enter text. | |
| Address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

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| **OUTSTANDING MORTGAGES** | |
| **1st mortgage:** Click or tap here to enter text. | |
| Mailing Address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Account number: Click or tap here to enter text. | Wire verification: Click or tap here to enter text. |
| **2nd mortgage:** Click or tap here to enter text. | |
| Mailing address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Account number: Click or tap here to enter text. | Wire verification: Click or tap here to enter text. |

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| **CONDOMINIUM/HOMEOWNER’S ASSOCIATION & MAINTENANCE** | |
| **1st Association name:** Click or tap here to enter text. | |
| Maintenance Company: Click or tap here to enter text. | Contact: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **2nd Association name:** Click or tap here to enter text. | |
| Maintenance Company: Click or tap here to enter text. | Contact: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **3rd Association name:** Click or tap here to enter text. | |
| Maintenance Company: Click or tap here to enter text. | Contact: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

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| **SELLER’S INFORMATION** | | | | |
| Legal Name:Click or tap here to enter text. | | | SSN/EIN:Click or tap here to enter text. | |
| Legal Name:Click or tap here to enter text. | | | SSN/EIN:Click or tap here to enter text. | |
| Legal Name:Click or tap here to enter text. | | | SSN/EIN:Click or tap here to enter text. | |
| Forwarding address: Click or tap here to enter text. | | | | |
| Cell:\_\_\_\_\_\_\_\_\_\_\_ | Home: \_\_\_\_\_\_\_\_\_\_\_ | | Email:Click or tap here to enter text. | |
| Attorney:Click or tap here to enter text. | | | Paralegal:Click or tap here to enter text. | |
| Phone: \_\_\_\_\_\_\_\_\_\_\_ | Fax: \_\_\_\_\_\_\_\_\_\_\_ | | Email:Click or tap here to enter text. | |
| Any seller Foreign? Choose an item. | | | Other:Click or tap here to enter text. | |
| Attending closing in person? \_\_\_\_ | | How to receive proceeds? \_\_\_\_\_\_ | | **NO CHANGES** |

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| **REAL ESTATE AGENT INFORMATION** | | |
| (S) Listing Broker: Click or tap here to enter text. | License no.: Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | License no.: Click or tap here to enter text. | |
| Address: Click or tap here to enter text. | | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. | |
| Other: Click or tap here to enter text. | Commission: Click or tap here to enter text. | |
| Processing fee: Click or tap here to enter text. | Buyer | Seller |
| (B) Selling Broker: Click or tap here to enter text. | License no.: Click or tap here to enter text. | |
| Agent: Click or tap here to enter text. | License no.: Click or tap here to enter text. | |
| Address: Click or tap here to enter text. | | |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. | |
| Other: Click or tap here to enter text. | Commission:Click or tap here to enter text. | |
| Processing fee: Click or tap here to enter text. | Buyer | Seller |

**Your firm name & address**

**Wire Fraud Information**

|  |
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| **File:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Closing date:**  Click or tap to enter a date. |
| **Closer:** Click or tap here to enter text. |

**Contact Information**

**DO NOT WIRE ANY MONEY WITHOUT FIRST CALLING OUR CONTACT INFORMATION BELOW.**

**The settlement industry is experiencing a significant increase in cyber-attacks aimed at stealing closing funds.**

Criminals have figured out that closing agents handle millions of dollars on a daily basis, so **YOU** have become the newest target for cyber fraud. Criminals are monitoring emails and have been successful in intercepting emails and using that information to attempt to have you wire them money. For that reason, **WE WILL NOT EMAIL WIRE INSTRUCTIONS TO YOU**. If you receive directions for wiring funds, call us at the number below to verify.

**Your firm name & phone number**

**Contact person at your firm**

We also need your contact information to verify with whom we are talking. Please fill in the information, sign and return to our office by fax your fax number or mail your firm address. Do not send it by email.

|  |  |
| --- | --- |
| Name #1: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| How are you involved in the transaction? (buyer, seller agent, etc.):Choose an item. | |
| Name #2: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| How are you involved in the transaction? (buyer, seller agent, etc.): Choose an item. | |
| Name #3: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| How are you involved in the transaction? (buyer, seller agent, etc.): Choose an item. | |

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| --- | --- |
| Name #4: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| How are you involved in the transaction? (buyer, seller agent, etc.): Choose an item. | |

By signing below, I acknowledge that I have read and understand this information.

|  |  |
| --- | --- |
| Name #1: | Date: Click or tap to enter a date. |
| Name #2: | Date: Click or tap to enter a date. |
| Name #3: | Date: Click or tap to enter a date. |
| Name #4: | Date: Click or tap to enter a date. |

**Non-Foreign Certification by Individual Transferor**

**(Seller's FIRPTA Affidavit)**

Transferor:Click or tap here to enter text.

Transferee: Click or tap here to enter text.

Property: Click or tap here to enter text.   
Closing Date:Click or tap to enter a date.

**Before me**, the undersigned authority, personally appeared the person(s) named in paragraph 2(b) below who, after being duly sworn, stated as follows:

1. This certificate is to inform the transferee that withholding Federal Income Tax is not required, upon the sale of the following described real property:

Click or tap here to enter text.

2. The undersigned Transferor certifies and declares as follows:

1. I am not a foreign person for purposes of United States income taxation and am not subject to the tax withholding requirements of Section 1445 of the Internal Revenue Code of 1954, as amended.
2. My United States taxpayer identification or Social Security number is: Click or tap here to enter text.
3. My home address is: Click or tap here to enter text.

3. There are no other persons who have an ownership interest in the above described property other than those persons listed in paragraph 2(b) above.

1. The undersigned hereby further certifies and declares:
2. I understand the purchaser of the described property intends to rely on the foregoing representations in connection with the United States Foreign Investment in Real Property Tax Act. (FIRPTA).

4. I understand this certification may be disclosed to the Internal Revenue Service by the transferee and that any false statements contained in this certification may be punished by fine, imprisonment or both.

Under penalties of perjury, I state that this declaration was carefully read and is true and correct.

(Affiant) Print Name: Click or tap here to enter text.

STATE OF Click or tap here to enter text.

COUNTY OF Click or tap here to enter text.

The foregoing instrument was sworn to and subscribed before me by means of  physical presence or

online notarization this Click or tap here to enter text. day of Click or tap here to enter text., Click or tap here to enter text., by Click or tap here to enter text. who  is personally known or

has produced Click or tap here to enter text. as identification.

|  |  |
| --- | --- |
| [Notary Seal] | Notary Public  Printed Name: Click or tap here to enter text. My Commission Expires: Click or tap to enter a date. |

**Non-Foreign Certification by Entity Transferor**

**(Seller's FIRPTA Affidavit)**

Transferor:Click or tap here to enter text.

Transferee: Click or tap here to enter text.

Property: Click or tap here to enter text.

Closing Date:Click or tap to enter a date.

**Before me**, the undersigned authority, personally appeared the person(s) named below who, after being duly sworn, stated as follows:

Transferor is selling that certain real property located in , which is more particularly described as follows: Click or tap here to enter text.

Section 1445 of the Internal Revenue Code provides that a transferee of a U.S. real property interest must withhold tax if the transferor is a foreign person. For U.S. tax purposes (including section 1445), the owner of a disregarded entity (which has legal title to a U.S. real property interest under local law) will be the transferor of the property and not the disregarded entity. To inform the transferee that withholding of tax is not required upon the disposition of a U.S. real property interest by , the undersigned hereby certifies the following on behalf of :

1. Click or tap here to enter text. is not a foreign corporation, foreign partnership, foreign trust, or foreign estate (as those terms are defined in the Internal Revenue Code and Income Tax Regulations);
2. Click or tap here to enter text. is not a disregarded entity as defined in §1.1445-2(b)(2)(iii);
3. Click or tap here to enter text. 's U.S. employer identification number is Click or tap here to enter text. ; and
4. Click or tap here to enter text. 's office address is Click or tap here to enter text. .

Click or tap here to enter text. understands that this certification may be disclosed to the Internal Revenue Service by transferee and that any false statement contained herein could be punished by fine, imprisonment, or both.

Under penalties of perjury, I declare that I have examined this certification and to the best of my knowledge and belief it is true, correct, and complete, and I further declare that I have authority to sign this document on behalf

of Click or tap here to enter text. .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: Click or tap here to enter text. (Affiant)

STATE OF Click or tap here to enter text.

COUNTY OF Click or tap here to enter text.

The foregoing instrument was sworn to and subscribed before me by means of  physical presence or

online notarization this Click or tap here to enter text. day of , , by Click or tap here to enter text. who  is personally known or  has producedClick or tap here to enter text. as identification.

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| --- | --- |
| [Notary Seal] | Notary Public:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name:Click or tap here to enter text.  My Commission Expires:Click or tap to enter a date. |

**FILE PROCESSING PURCHASE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| File Number: Click or tap here to enter text. | | | Property Address: Click or tap here to enter text. | | | |
| Contract  Time Frames | | | Rush w/prior 1 week | | | |
| Seller’s Docs. | | | Standard w/prior 2 week | | | |
| Estimate closing date: \_\_\_\_\_\_\_\_ | | | NO PRIOR POLICY | | | |
| **CONTRACT: FR/Bar AS IS  FR/BAR  CRSP  Drafted** | | | | | | |
| Signed: \_\_\_\_\_\_\_\_ | | Effective date: \_\_\_\_\_\_\_\_ | | | | Expired: \_\_\_\_\_\_\_\_ |
| Escrow letter: \_\_\_\_\_\_\_\_ | | Timelines sent: \_\_\_\_\_\_\_\_ | | | | Addendums: \_\_\_\_\_\_\_\_ |
| Credits to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Credits to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Credits to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Who pays owner’s policy  Buyer  Seller | | | | Click or tap here to enter text. | | |
| Letter to buyer: \_\_\_\_\_\_\_\_ | Letter to seller: \_\_\_\_\_\_\_\_ | | | | Click or tap here to enter text. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TITLE WORK** | | | Reviewed by | | | |
|  | Requested | Received | Attorney | Borrower | Lender | Seller |
| CPL | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Title Commitment | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Muni. lien search | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Permit search | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Tax search | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Survey | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Survey affidavit | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Survey added to TC | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| GAP Search | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Title Update | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| **B-1 REQUIREMENTS** | | | |
|  | Requested | Received | **Update** |
| 1st mortgage payoff:Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| 2nd mortgage payoff: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Lien 1: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Lien 2: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Open Permits: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Condo/HOA application: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Condo/HOA approval: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Condo/HOA estoppel: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Affidavit: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Affidavit: Click or tap here to enter text. | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |

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| **NEW LENDER COMMUNICATION** | | | |
|  | Request date | Sent to | Sent date |
| Loan estimate | \_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_ |
| Loan commitment | \_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_ |
| Title commitment | \_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_ |
| Preliminary CD fees/costs | \_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_ |
| Final CD fees/costs | \_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_ |

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| **FROM BUYER** | | | | | | | | | | | | | | | | |
| **INSPECTIONS** | | | | | | | | | | | | | | | | |
|  | Requested | | Received | | | Reviewed | | | To lender | | Receipt | | | CD | | |
| Home | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | |
| WDO | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | |
| Permit | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | |
| Other | \_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_ | | |
| **INSURANCE** | | | | | | | | | | | | | | | | |
|  | | Requested | | | Received | | | Paid | | | | | Sent to Lender | | | On CD |
| Declaration | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | N/A | | | | |  | | | N/A |
| Master Condo/Co-op | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | in full  at closing | | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ |
| Hazard | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | in full  at closing | | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ |
| Wind | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | in full  at closing | | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ |
| Flood | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | in full  at closing | | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ |
|  | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | in full  at closing | | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ |
| **OTHER** | | | | | | | | | | | | | | | | |
| Condo/HOA application | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | |
| Condo/HOA approval | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_ | |

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| **FROM SELLER** | | |
| Old title policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Old survey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | WD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Forwarding address: \_\_\_\_\_\_\_\_\_\_ | Seller docs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FIRPTA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | Click or tap here to enter text. |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **DOCUMENT PREPARATION** | | | | | | | | | |
| Deed |  | Bill of sale |  | Escrow /bills |  | Close HELOC |  | 1099-S |  |
| CD |  | Seller CD |  | ALTA |  | FIRPTA |  | B-Affidavit |  |
| S-Affidavit |  | Affidavit |  | Affidavit |  | Proration |  | \_\_\_\_\_\_\_\_\_\_ |  |

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| **CD / SETTLEMENT STATEMENT** | | | | | | | |
| Utility Balance:\_\_\_\_\_\_\_ | Holdback: \_\_\_\_\_\_\_\_\_\_\_ | | | Credit: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | Credit: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| REA(S) comm: \_\_\_\_\_\_ | REA(S) fees: \_\_\_\_\_\_\_\_ | | | REA(B) comm:\_\_\_\_\_\_\_ | | REA(B) fees: \_\_\_\_\_\_\_\_ | |
| Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Cash to close: \_\_\_\_\_\_\_ | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Closing Sep. & Oct. hold for Nov. taxes | | | |
| Current year taxes paid  Yes  No | | | All prior taxes paid  Yes  No | | | | |
| **PRORATIONS** | | | | | | | |
| Ad val. Tax:\_\_\_\_\_\_\_\_\_ | | Non-ad val. 1:\_\_\_\_\_\_\_\_ | | | Non-ad val. 2:\_\_\_\_\_\_\_ | | Assmnt. 1:\_\_\_\_\_\_\_\_\_\_ |
| Assmnt. 2:\_\_\_\_\_\_\_\_\_\_ | | Rent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Deposit:\_\_\_\_\_\_\_\_\_\_\_\_ | | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Approvals** | | | | | | | |
| Settlement statement approved: Lender  Buyer  Seller  REA seller  REA buyer | | | | | | | |
| CD approval: : Lender  Buyer  Seller | | | | | | | |
| Other: Click or tap here to enter text. | | | | | | | |
| Notes: Click or tap here to enter text. | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Click or tap here to enter text. | | | | | | | |

**FILE PROCESSING REFINANCE**

|  |  |
| --- | --- |
| File Number:Click or tap here to enter text. | Property Address: Click or tap here to enter text. |
| Rush w/prior 1 week | Standard w/prior 2 week |
| Estimate closing date:Click or tap to enter a date. | NO PRIOR POLICY |

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| **TITLE WORK** | | | Reviewed by | | | |
|  | Requested | Received | Attorney | Borrower | Lender | Seller |
| CPL | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Title Commitment | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Muni. lien search | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Permit search | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Tax search | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Survey | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Survey affidavit | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Survey exp TC | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| GAP Search | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Title Update | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

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| **B-1 REQUIREMENTS** | | | |
|  | Requested | Received | **Update** |
| 1st mortgage payoff:Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 2nd mortgage payoff: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Lien 1: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Lien 2: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Open Permits: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Condo/HOA application: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Condo/HOA approval: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Condo/HOA estoppel: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Affidavit: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Affidavit: Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

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| **NEW LENDER COMMUNICATION** | | | |
|  | Request date | Sent to | Sent date |
| Loan estimate | \_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ |
| Loan commitment | \_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ |
| Title commitment | \_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ |
| Preliminary CD fees/costs | \_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ |
| Final CD fees/costs | \_\_\_\_\_\_\_\_\_\_ | Click or tap here to enter text. | \_\_\_\_\_\_\_\_\_\_ |

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| **INSURANCE** | | | | | |
|  | Requested | Received | Paid | To Lender | On CD |
| Declaration | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | N/A |  | N/A |
| Master Condo/Co-op | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Choose an item. | \_\_\_\_\_\_\_\_\_\_ |  |
| Hazard | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Choose an item. | \_\_\_\_\_\_\_\_\_\_ |  |
| Wind | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Choose an item. | \_\_\_\_\_\_\_\_\_\_ |  |
| Flood | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Choose an item. | \_\_\_\_\_\_\_\_\_\_ |  |
|  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | Choose an item. | \_\_\_\_\_\_\_\_\_\_ |  |

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| **DOCUMENT PREPARATION** | | | | | | | | | | | |
| Bills |  | Affidavit |  | Affidavit |  | Close HELOC | | |  | Click or tap here to enter text. |  |
| CD |  | ALTA |  | Click or tap here to enter text. | | |  | Click or tap here to enter text. | | |  |

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| **CD / SETTLEMENT STATEMENT** | |
| Closing Sep. & Oct. hold for Nov. taxes | All prior taxes paid  Yes  No |
| **Approvals** | |
| Settlement statement approved: Lender  Buyer  Seller  REA seller  REA buyer | |
| CD approval: : Lender  Buyer  Seller | |
| Other: Click or tap here to enter text. | |
| Notes: Click or tap here to enter text. | |
| Click or tap here to enter text. | |