



CLOSING INSTRUCTION SHEET

HTC File # _____

**Attached is a copy of a purchase agreement.*

Property Address: _____
(Include City/Township if known)

1. Seller: _____

Seller's Address: _____
(Include City/Township, State and Zip code)

Phone Number: (____) _____ E-mail: _____

Social Security Numbers: _____
(Seller #1) (Seller #2)

Marital Status: Married Single Divorced/Separated Widowed

Is Seller: Trust Deceased Company/LLC Partnership

2. Buyer: _____

Buyer's Address: _____
(Include City/Township, State and Zip code)

Phone Number: (____) _____ E-mail: _____

Marital Status: Married Single

Is Buyer: Trust Company/LLC Partnership

3. Mortgage Sales only-

Lender: _____

Lender's Address: _____
(Include City/Township, State and Zip code)

Contact Person: _____ Phone Number: (____) _____

4. Earnest money deposit & commission information-

Buyer's Deposit: \$ _____ Held By: _____

Total commission (____%) \$ _____

Commission disbursement: _____% to _____
(Listing Real Estate Agency)

_____ % to _____
(Selling Real Estate Agency)

Listing Agent: _____

(Listing Real Estate Agency Address) (____) Phone Number

Selling Agent: _____

(Selling Real Estate Agency Address) (____) Phone Number

5. Deliver Closing Packages to:

Listing Broker Selling Broker Seller/Seller's Attorney Purchaser/Purchaser's Attorney

Seller's Attorney: _____ Buyer's Attorney: _____

Address: _____ Address: _____

Phone: (____) _____ Phone: (____) _____

Other Instructions: _____

Applicant: _____

Signature: _____

Phone Number: (____) _____

Date: _____