

**WCAC REAL ESTATE CLOSING REQUEST FORM**

(Rev. February 2022)

DATE OF REQUEST: \_\_\_\_\_ FORM COMPLETED BY: \_\_\_\_\_

**1. REALTOR INFORMATION:**

Listing Agent: \_\_\_\_\_ Cell#: \_\_\_\_\_ Commission: \_\_\_\_\_  
Selling Agent: \_\_\_\_\_ Cell#: \_\_\_\_\_ Commission: \_\_\_\_\_

**2. CLOSING:**

\*\*\* Please bring Abstract of Title to our office as soon as possible. \*\*\*

Closing requested for: FULL CLOSING \_\_\_ SELLER \_\_\_ BUYER/BORROWER \_\_\_

If only closing one side, which title company is closing the other side? \_\_\_\_\_

Will SELLERS be present for closing? YES \_\_\_ NO \_\_\_ Will BUYERS be present for closing? YES \_\_\_ NO \_\_\_

**3. PROPERTY INFORMATION:**

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**4. BUYER/BORROWER INFORMATION:**

Complete Names Taking Title (including non-borrowing spouse):

Buyer 1: \_\_\_\_\_ SS# or TIN#: \_\_\_\_\_  
Buyer 2: \_\_\_\_\_ SS# or TIN#: \_\_\_\_\_

Marital Status: Married \_\_\_ Single \_\_\_

How will Buyer take title? Joint Tenancy \_\_\_ Tenants in Common \_\_\_ LLC \_\_\_ Corporation \_\_\_  
Other: \_\_\_\_\_

Buyer's current mailing address: \_\_\_\_\_

Phone Number: Buyer 1: \_\_\_\_\_ Buyer 2: \_\_\_\_\_

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

Financing (lender, phone #, contact): \_\_\_\_\_

**5. SELLER INFORMATION:**

Name (all names on title, spouse or otherwise):

Seller 1: \_\_\_\_\_ SS# or TIN#: \_\_\_\_\_  
Seller 2: \_\_\_\_\_ SS# or TIN#: \_\_\_\_\_

Married \_\_\_ Single \_\_\_ Estate \_\_\_ LLC \_\_\_ Trust \_\_\_ Corporation \_\_\_  
Other \_\_\_\_\_

Forwarding Mailing Address: \_\_\_\_\_

Phone Number: Seller 1: \_\_\_\_\_ Seller 2: \_\_\_\_\_

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

Do you have an outstanding Mortgage? YES \_\_\_ NO \_\_\_

Is there a mobile home or manufactured home on the property? YES \_\_\_ NO \_\_\_  
(If YES, title must be provided.)

**6. WCAC TO ORDER OR PREPARE THE FOLLOWING (Please circle choice):**

Deed: YES \_\_\_ NO \_\_\_  
Title Opinion: YES \_\_\_ NO \_\_\_  
Lenders Title Insurance: YES \_\_\_ NO \_\_\_  
Plat Sketch (for LP): YES \_\_\_ NO \_\_\_  
Owners Title Insurance: YES \_\_\_ NO \_\_\_

This form shows REQUIRED information and must be COMPLETELY filled out.

If this transaction falls through for any reason, Williams County Abstract Company and any third-party work that has been completed are to be paid for any fees or costs incurred in preparation for this transaction, including a cancellation fee.

WCAC is to be notified immediately of any cancellation or failure.