

WCAC REAL ESTATE CLOSING REQUEST FORM (Rev. February 2019)

DATE OF REQUEST: _____ DESIRED CLOSING DATE: _____

COPY OF PURCHASE AGREEMENT: YES NO
ABSTRACT OF RECORD TITLE: YES NO
OTHER PAPERS: _____

1. REALTOR INFORMATION:

Listing Agent: _____ Cell Phone Number: _____
Email Address: _____ Commission: _____
Closing fee paid by: Buyer / Seller / Split Selling Agent: _____

2. BUYER/BORROWER INFORMATION:

Complete Names as to taking title:
Buyer 1: _____ SS# or TIN#: _____
Buyer 2: _____ SS# or TIN#: _____
How will Buyer take title? Joint Tenancy / Tenants in Common / Other _____
Email address: _____
Buyer's current mailing address: _____
Phone Number: Home _____ Work _____ Cell _____
Financing (lender, phone #, contact): _____
Loan Amount: _____ Sales Price: _____

3. SELLER INFORMATION:

Name (all names on title, spouse or otherwise):
Seller 1: _____ SS# or TIN#: _____
Seller 2: _____ SS# or TIN#: _____
Marital Status: Married ___ Single ___ Other _____
Email addresses: _____
Property Address: _____
Forwarding Address: _____
Phone Number: Home _____ Work _____ Cell _____
Will Sellers be present at closing: YES NO Is there a MOBILE HOME on the property? YES NO
Outstanding Mortgage with _____ Phone Number: _____
Loan Number: _____

4. SECURE THE FOLLOWING (Please circle choice):

Abstract of Title: YES NO Location of Abstract: _____
Obtain Deed: YES NO
Minerals reserved (per PA): YES NO
Obtain Title Opinion: YES NO
Obtain Lenders Title Insurance: YES NO Loan Amount: \$ _____
Plat Sketch (for LP): YES NO
Obtain Owners Title Insurance: YES NO Sale Price: \$ _____

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.