

**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.