



**DISCLAIMER:**

This Closing form is for INFORMATIONAL PURPOSES only and should **NOT** be relied upon by a person or party receiving it as a binding or legal document.

All information should be thoroughly reviewed and vetted by the person using it. The parties furnishing the information do not assert that the information is correct and any person receiving it should not rely upon it as being correct.

The parties furnishing the information specifically do not assume any liability whatsoever for the information.

This form is not an amendment to the Contract, nor should it be interpreted as part of the Contract. In the event of a conflict between this form and the Contract, the Contract controls.

This Disclaimer is page 1 of 3 pages

**CLOSING INFORMATION: SELLER'S AGENT**

To facilitate a smooth closing, provide this form to the Lender, to the Settlement Agent, and to the other agent. This form is for information purposes only; it is not an amendment to the Contract nor should it be interpreted as part of the Contract. In the event of a conflict between this form and the Contract, the Contract controls.

Projected Closing Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Please provide the first, middle, and last name of all sellers.

Seller(s) Name(s): \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Marital Status:     Single     Married     Divorced     Widowed     Probate

If divorced while residing in the property, provide a copy of the Final Divorce Decree/Order to the Settlement Agent. If widowed while residing in the property, provide a copy of the death certificate to the Settlement Agent.

**Listing Real Estate Firm**

Firm Name: \_\_\_\_\_ Firm License #: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Seller's Agent's Name & Phone #: \_\_\_\_\_

Seller's Agent's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**Commission**

Commission % or \$ to Listing Office: \$ \_\_\_\_\_

Commission % or \$ to Selling Office: \$ \_\_\_\_\_

**Closing Costs**

Seller credit toward borrower's closing fees: \$ \_\_\_\_\_

Does the contract specify if the WDIR and Home Warranty are included in closing costs?     Yes     No

**Third Party Vendors**

Check any that apply	Fee (if known)
<input type="checkbox"/> WDIR Company: _____	\$ _____
<input type="checkbox"/> Home Warranty Company: _____	\$ _____
<input type="checkbox"/> Survey Company: _____	\$ _____

\*Neither the Lender nor the Closing Attorney needs a copy of the home inspection report – just the fee amount and the Inspector's name.

**HOA Management Company (if applicable)**

Contact Information: \_\_\_\_\_  
 Annual Payment: \_\_\_\_\_ Are they paid current?  Yes  No  
 Due Date(s): \_\_\_\_\_ HOA Transfer Fee: \_\_\_\_\_

**Leasehold Annual Assessment (if applicable)**

Annual Lease: \_\_\_\_\_ Are they paid current?  Yes  No  
 Due Date: \_\_\_\_\_  PRVWSD  16<sup>th</sup> Section  
 Any other anticipated costs or fees such as foundation, septic or well water inspection?  Yes  No  
 If yes, please list here: \_\_\_\_\_ Paid by:  Buyer  Seller

**Payoff of Seller's Current Mortgage(s)**

List the following information for all mortgage holders  
 Mortgage Holder Name: \_\_\_\_\_ Loan #: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_  
 Equity Holder Name: \_\_\_\_\_ Loan #: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_

**Settlement Agent/Closing Attorney agreed to by Buyer and Seller**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Will the seller attend the closing?  Yes  No  
 Will the documents needs to be mailed to the Seller?  Yes  No  
 Is a Power of Attorney closing for the Seller?  Yes  No

**Homestead**

In Mississippi, a spouse cannot convey homestead by Power of Attorney for their spouse. Please contact the Settlement Agent immediately to discuss options and fees for a Power of Attorney.  
 Is Seller's homestead exemption in place for the current year?  Yes  No  
 Yearly Tax Bill: \$ \_\_\_\_\_

Ask your Seller if any of the following actions occurred in the prior year:  
 Seller moved  Purchased car tag in another county  Leased the property

If your seller answered "Yes" to any of the above, please advie the Lender and Settlement Agent.

**New Construction**

The builder will need to provide the Buyer's lender with the Certificate of Occupancy, the Building Permit, and the Termite Pretreatment Information, at a minimum.