

CLOSING MEMO

NUMBER

DATE

PENDING SALE/CLOSING MEMO

CONTRACT DATE	ESTIMATED COMPLETION	ESTIMATED CLOSING	STAGE @ CONTRACT

BUYER INFORMATION

BUYER	CURRENT ADDRESS		
EMAIL	OFFICE	FAX	MOBILE
2ND EMAIL	2ND OFFICE	2ND FAX	2ND MOBILE

BROKER INFORMATION

BROKER INFO	PER. %	AGENT NAME	
EMAIL	OFFICE	FAX	MOBILE

BUILDER INFORMATION

PROJECT MANAGER	SALES CONSULTANT
JOB ADDRESS	SUBDIVISION
LEGAL DESCRIPTION	FLOORPLAN

FINANCIAL INFORMATION

LIST PRICE	UPG INCL IN S/P	SALES PRICE	ALLOWANCE
MORTGAGE COMPANY			TITLE INSURANCE \$

NON-REFUNDABLE/ADDITIONAL DEPOSIT

BANK NAME	CHECK #	TYPE	AMOUNT \$
-----------	---------	------	-----------
