**BUYER’S SIDE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FILE #:** | | **{{RECTRANSACTIONID}}** | | **CLOSING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| SELLER: | | {{SLRREL}} | | **Sales Price** ${{SALEPRIC}} | |
| **BUYER:** | | **{{BYRREL}} (B)** | | **Earnest Money** ${{DEPOSIT}} | |
| **PROPERTY:** | | **{{PROPSTRE}}** | | **EM Held By: {{DEPHELD}}** | |
| **ORDERED** | **RECEIVED** | |  | |  |
|  |  | | Title Search | | $ |
|  |  | | Termite | | $ |
|  |  | | HOA | | $ |
|  |  | | Home Warranty | | $ |
|  |  | | Payoff(s) | | $ |
|  |  | | Homeowner’s Insurance | | $ /yr. |

**NEED:**

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepare Closing Docs:**

□ Commitment

□ CPL

□ CD/HUD (use HUD only if cash sale or bank loan) -- ***CHECK RECORDING & CertifID FEES***

□ BBE Closing Affidavit/POA

□ Release/Partial Release)

□ Auth Dep EFT (Buyer)

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Closing:**

□ Disburse & Ship to Lender

□ Record WD & DOT

□ Prepare Owner / Lender Policy(ies)

□ Mail original Owner Policy to buyer with WD

□ FedEx original Lender Policy to lender with DOT

□ Submit final policy(ies) to AgentTrax through 360