**BUY/SELL – BOTH SIDES**

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

**NEED:**

□ SSN(s) for SELLER(s): **(Add info to inside flap)**

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

**Prepare Closing Docs:**

□ Commitment

□ CPL

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

□ Warranty Deed

□ Owner’s Affidavit

□ GAP

□ FIRPTA

□ 1099-S (Print 3)

□ BBE Closing Affidavit/POA

□ Release/Partial Release

□ Auth Dep EFT (Buyer/Seller)

**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 policies to AgentTrax through 360

□ On CDF tab, Screen 13, select boxes for 1099-S Given/Signed (***If 1031 Exchange, select box for “Property Services Received”***)