|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SELLER SIDE ONLY** | | | | | |
| **FILE #:** | **{{RECTRANSACTIONID}}** | | | **CLOSING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SELLER:** | **{{SLRREL}} (S)** | | | **Sales Price** ${{SALEPRIC}} | |
| BUYER: | {{BYRREL}} | | | **Earnest Money** ${{DEPOSIT}} | |
| PROPERTY: | {{PROPSTRE}} | | |  | |
| **ORDERED/STATUS** | | **RECEIVED** |  | |  |
|  | |  | Title Search | | $ |
|  | |  | Payoff to: | | $ |

**NEED:**

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

□ Authority Docs (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Prepare Closing Docs:**

□ CD/HUD -- ***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 (Seller)

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

**Post Closing:**

□ Swap

□ Disburse

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