

BROKER CLOSING INSTRUCTIONS



Date: _____

Property Address: _____

Legal Description: _____ Tax ID #: _____

Purchaser(s): _____
Full names of all parties

_____ Marital Status: _____

Purchaser(s) Address: _____

Phone Number: _____ Email: _____

Sale Price: \$ _____ New Loan Amount: \$ _____

New Lender _____ Phone Number: _____

Loan Officer/Processor: _____ Email: _____

Seller(s): _____
Full names of all parties

_____ Marital Status: _____

Seller(s) Address: _____

Phone Number: _____ Email: _____

Lender Name (for Payoff): _____ Phone Number: _____

Loan Number _____ Authorization Letter Attached: Yes ___ No ___

Condo/Homowner Assoc. Name: _____

Contact Person: _____ Phone: _____ Email: _____

Total Commission: ___% \$ _____ | Listing Agent ___% \$ _____ | Selling Agent ___% \$ _____

Processing/Transaction Fee: Seller \$ _____ | Buyer \$ _____

Home Warranty \$ _____ Company: _____ Paid By: _____

Other Charges/Bills, etc: _____ EMD: \$ _____

Water Escrow to be held: Yes ___ No ___ Amount: \$ _____

Occupancy Escrow to be held: Yes ___ No ___ Amount: \$ _____

Listing Agent: _____ Company: _____

Phone: _____ Email: _____

Selling Agent: _____ Company: _____

Phone: _____ Email: _____

Split Title Company: _____ Phone: _____

Trust or LLC? Trustee/LLC Name: _____ Seller at closing? _____

Death Certificate? _____ Seller a US Citizen? _____ Divorce Decree? _____

Special Assessments: _____ Power of Attorney? _____

Send new orders to clarkstonprocessing@fnf.com

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