



# Closing Information Worksheet

110 East C Street McCook, NE 69001  
9921 S. 168<sup>th</sup> Avenue Omaha, NE 68136  
301 S. 70<sup>th</sup> Street Suite 130A Lincoln, NE 68510

Telephone: 402-413-7308 Fax: 402-413-7309

Property Address: \_\_\_\_\_  
Street City State Zip

Purchase Price: \_\_\_\_\_ Check Type of Property \_\_\_\_\_  
 Earnest Deposit: \_\_\_\_\_ Residential \_\_\_\_\_  
 Closing Date: \_\_\_\_\_ Agricultural \_\_\_\_\_  
 Commission: \_\_\_\_\_ % or \$ \_\_\_\_\_ Vacant Land or Lot \_\_\_\_\_  
 Listing Agent: \_\_\_\_\_ Commercial \_\_\_\_\_  
 Selling Agent: \_\_\_\_\_ New Construction \_\_\_\_\_  
 Mobile or Manufactured \_\_\_\_\_

Sellers	Purchasers
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
Last 4 of Soc. #'s: _____	Last 4 of Soc. #'s: _____
Phone #: [H] _____ His [W] _____ [C] _____ Her [W] _____	Phone #: [H] _____ His [W] _____ [C] _____ Her [W] _____
Status: [ ] H&W [ ] Single [ ] Div. [ ] Spouse Decd.	Status: [ ] H&W [ ] Single Other: _____
Email Address: _____	Email Address: _____
Do papers need mailed out for signatures? [ ] Yes [ ] No	Will Buyer occupy property? [ ] Yes [ ] No
Present Lender: _____	Do papers need mailed out for signatures? [ ] Yes [ ] No
Loan #: _____ FHA: [ ] Yes [ ] No	[ ] Loan [ ] Seller Carryback [ ] Cash
2nd Mortgage Co. _____	Lender: _____
Loan #: _____	Loan Officer: _____

Home Warranty: [ ] Yes [ ] No Company: \_\_\_\_\_ Cost: \_\_\_\_\_ Who Pays: [ ] B [ ] S

Inspections:	Please name preferred Inspector.	Ordered By? Agent	CTE	Ordered By? Agent	CTE
Termite:	_____	[ ]		HVAC:	[ ]
Roof:	_____	[ ]	[ ]	Radon:	[ ]
Electric:	_____	[ ]	[ ]	Water Heater:	[ ] [ ]
Survey:	_____	[ ]	[ ]	Plumbing:	[ ]
Well & Septic:	_____	[ ]	[ ]	Whole House:	[ ] [ ]
Other:	_____				[ ] [ ]

Property Occupied? [ ] Yes [ ] No If yes, occupied by: [ ] Owner [ ] Tenant

Lockbox? [ ] Yes [ ] No Go Direct? [ ] Yes [ ] No

Make Appt.? [ ] Yes [ ] No If yes: \_\_\_\_\_

Checklist for Listing Agent	Checklist for Selling Agent
Should Closer contact Seller Directly: [ ] Yes [ ] No	Should Closer contact Seller Directly: [ ] Yes [ ] No
For Additional Information? [ ] Yes [ ] No	For Additional Information? [ ] Yes [ ] No
To make arrangements to get docs signed? [ ] Yes [ ] No	In regards to title requirements, if any? [ ] Yes [ ] No
In regards to title requirements? [ ] Yes [ ] No	To review final closing figures prior to closing? [ ] Yes [ ] No
To review final closing figures prior to closing? [ ] Yes [ ] No	

Add. Comments: \_\_\_\_\_

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