Upward
TITLE & CLOSING

Contract Cover Sheet

LISTING

Listing Agent: _____
Preferred communication:
❏ email: _____
❏ phone: _____

Closing Coordinator/Assistant
Preferred communication:
❏ email: _____
❏ phone: _____

Seller 1 _____
Preferred communication:
❏ email: _____
❏ phone: _____

Seller 2 _____
Preferred communication:
❏ email: _____
❏ phone: _____

Have there been any divorces or deaths of an owner during the time the seller owned this property? ❏ No ❏ Yes
If yes please provide further info:
_____
_____

Will the seller have a change in marital status before the closing?
❏ No ❏ Yes

Does the seller have an existing survey? ❏ No ❏ Yes

Will all parties be in town for closing? ❏ No ❏ Yes
If not please provide further info:
_____
_____

Any need for a Power of Attorney? ❏ No ❏ Yes
If yes please provide further info
_____
_____

What is the total commission % and how is it split?
_____

Is the seller a US Citizen? ❏ No ❏ Yes

Can you provide any additional info that might help us ensure a smooth closing?

BUYER

Buyer Agent: _____
Preferred communication:
❏ email: _____
❏ phone: _____

Closing Coordinator/Assistant
Preferred communication:
❏ email: _____
❏ phone: _____

Buyer 1 _____
Preferred communication:
❏ email: _____
❏ phone: _____

Buyer 2 _____
Preferred communication:
❏ email: _____
❏ phone: _____

Lender/Loan Officer _____
Preferred communication:
❏ email: _____
❏ phone: _____

Loan Processor/Assistant _____
Preferred communication:
❏ email: _____
❏ phone: _____

Will the buyer have a change in marital status before the closing?
❏ No ❏ Yes

Will you be using the seller's existing survey? ❏ No ❏ Yes

Will all parties be in town for closing? ❏ No ❏ Yes
If not please provide further info
_____

Any need for a Power of Attorney? ❏ No ❏ Yes
If yes please provide further info
_____

Which home warranty company and plan would you like us to order?
_____

Can you provide any additional info that might help us ensure a smooth closing?
_____

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