



# Complete Title Services - Closing Worksheet

### CONTRACT INFO

Closing Date	
Possession Date	
Property Address	
MLS #	
Sales Price	
Earnest Money	
Seller Concessions	

### SELLER INFO

Name	
Phone	
Email Address	

### BUYER INFO

Name	
Phone	
Email Address	

### LISTING AGENT INFO

Name	
Company	
Phone	
Email Address	
Commission %	

### SELLING AGENT INFO

Name	
Company	
Phone	
Email Address	
Commission %	

### CLOSING ATTORNEY INFO

Closing Company	COMPLETE TITLE SERVICES
Closing Attorney	
Address	
Phone	
Email Address	

### LENDER INFO

Bank	
Loan Officer	
Phone	
Email Address	
Loan Type/% Down	

### TITLE INFO

Title Company	COMPLETE TITLE SERVICES
Title Representative	
Phone	205-444-3738
Email Address	INFO@COMPLETETITLE SERVICES.NET
Ordered By	
Date Ordered	

### BUYER HOMEOWNER'S INSURANCE INFO

Insurance Company	
Insurance Agent	

Phone	
Email Address	

### HOME WARRANTY INFO

HW Company	
Max Cost	
Ordered By	
Date Ordered	

### TERMITE / WOOD INFESTATION

Termite Company	
Phone	
Email Address	
Wood Infestation (Y/N)	
Max Cost	
Ordered By	
Date Ordered	

### SURVEY INFO

Yes / No/Existing	
Survey Company	
Phone	
Max Cost	
Ordered By	
Date Ordered	

### SELLER PAYOFF INFO

Bank (First/Second)	
Payoff (First/Second)	
Ordered By	
Date Ordered	

### HOMEOWNER'S ASSOCIATION INFO

Name of HOA or N/A	
HOA Contact	
Phone	
Email Address	

### FIRE DUES INFO (IF APPLICABLE)

Fire District	
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### HOME INSPECTION INFO

Inspection Company	
Inspector	
Phone	
Email Address	
Inspection Date	
Inspection Finalized Date	

### SEPTIC INSPECTION INFO (IF APPLICABLE)

Septic Company	
Phone	
Max Cost	
Ordered By	
Date Completed	

### APPRAISAL INFO

Appraisal Company	
Appraiser	
Phone	



## Available services from Complete Title

- Complete Data Form and Turn in Contract to Office – Buyer or Listing
- Send Contract to All Parties:
  - Client – Buyer or Listing
  - Lender – Buyer Only
  - Complete Title – Listing Only (also fill out Closing Worksheet and send with contract)
- Schedule Home Inspection and Notify All Parties:
  - Client – Buyer will attend Inspection, Listing just needs to be notified of when
  - Agent – Buyer Side
- Home Inspection Completed/Finalized – Buyer or Listing
- Schedule Closing and Notify All Parties:
  - Client – Buyer or Listing
  - Lender – Buyer Only
  - Co-op Agent – Listing Only
- Order Payoff – Listing Only (Complete Title can handle with signed authorization)
- Order Home Warranty – Listing Only (Complete Title can handle)
- Order Termite/Wood Infestation – Listing Only (Complete Title can handle)
- Order Septic Inspection/Completed – Buyer or Listing (depending on how written in contract)
- Order Title Transfer – Listing Only (Complete Title can handle)
- Order Appraisal/Completed – Buyer Only (Lender handles, get confirmation of completion)
- Schedule/Complete Walk-through – Buyer Only
- Review HUD Prior to Closing – Buyer or Listing
- Attend Closing w/Closing Pouch – Buyer or Listing
- Deliver Check and HUD to office and get Check – Buyer or Listing
- Remove Sign and Lockbox – Listing Only