

Information Checklist for Buyer or Selling Agent

Property Address: _____

Buyer(s) Name(s): _____

Property To Be Titled In: _____

Current Address: _____

Phone Number(s): _____

Email Address: _____

Lender Name & Contact Info: _____

Owner's Title Insurance: Y _____ N _____ Unsure _____

Date Applied for Loan: _____

Rate Lock (Number of Days): _____

Present at Closing? Y _____ N _____ Unsure _____

Confirmation of Docs Sent to Lender:

 Employment Verification: _____

 Income Verification (Pay Stubs): _____

 Tax Returns: _____

 Asset Information (banking statements for all accounts, life insurance, bonds, stocks, CDs, cars, etc.): _____

 W-2s: _____

 Proof of any other income listed on tax returns and/or application: _____

 Copy of earnest money deposit: _____

 Copy of contract of sale: _____

 Debt Information (mortgage(s), car loans, credit cards, unsecured lines of credit, etc.): _____

Wood Infestation Report (CL-100): _____

Home Warranty: _____

Homeowner's Insurance: _____