

# LOSS REALTY GROUP - REQUEST FOR CLOSING MATERIALS

Updated: November, 2019

Date Package Needs To Be Ready:

Date of Closing: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Final Sale Price: \$ \_\_\_\_\_

Total Commission to Loss Realty Group: \$ \_\_\_\_\_

Agent Submitting Request: \_\_\_\_\_

## Materials Required (Please check if you need):

\_\_\_\_\_ Earnest Money Deposit Amount: \$ \_\_\_\_\_

Check Made Payable To: \_\_\_\_\_

\_\_\_\_\_ Return of Deposit - Release Form (Signed by Purchaser)

\_\_\_\_\_ Document Folder (Loss Realty Group Zippered Closing Pouch) Indicate YES or NO

\_\_\_\_\_ Utility Information Sheet Indicate YES or NO

\_\_\_\_\_ Is There A Sign Which Needs Taken Down and Picked Up? Indicate YES or NO

\_\_\_\_\_ Home Warranty -- Indicate YES or NO

Did We Offer the Warranty With The Listing (Your Client-Seller):  YES  NO

Note: Warranty would have been enrolled at the time the listing was put into the MLS.

Was The Warranty Written In The Offer (Your Client-Buyer):  YES  NO

Note: If your client is the Buyer and the warranty needs enrolled, please advise bookkeeper.

\_\_\_\_\_ Referral Fee  
Amount of Referral or Percentage: \$ \_\_\_\_\_

Referral Check Made Payable To: \_\_\_\_\_

## DISBURSEMENT OF YOUR COMMISSION CHECK

\*All commission checks will be processed within 24-48 hours (or sooner) and picked up at the Renaissance office location. If you would like to have your check mailed or something else, please indicate below. All fully-executed paperwork and a fully-executed Closing Statement must be received by Closing Administrator/Bookkeeper before commission check may be disbursed.

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_

Please submit this form to the Closing Coordinator/Bookkeeper as soon as closing is scheduled (or you know probable closing date).  
Thank you.