



## Information Checklist for Buyer or Selling Agent

Buyer(s) Name(s): \_\_\_\_\_

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

Property to be Titled in: \_\_\_\_\_

Current Address : \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Lender Name and Contact Information: \_\_\_\_\_

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, car loans, credit cards, unsecured lines of credit, etc.):

\_\_\_\_\_

Wood Infestation Report (CL-100): \_\_\_\_\_

Home Warranty: \_\_\_\_\_

Homeowner's Insurance: \_\_\_\_\_