



NORTHWOODS TITLE & CLOSING SERVICES, LLC

229 South Third Street, P.O. Box 877
Eagle River, WI 54521

Title
(715) 479-6459 Phone
(715) 477-2515 Fax
1-866-922-6459 Toll-free

Closing
(715) 479-1854 Phone
(715) 479-7482 Fax

FOR SALE BY OWNER CLOSING INFORMATION CHECKLIST

CLOSING DATE: _____ TIME: _____ (PLEASE CALL TO CONFIRM DATE/TIME)

SELLER PRESENT: YES ___ NO ___ BUYER PRESENT: YES ___ NO ___

SALE PRICE: _____ EARNEST MONEY: _____

PROPERTY LOCATION: _____

PRIOR EVIDENCE OF TITLE IF ANY: _____ (20% DISCOUNT ON OWNER'S POLICY)

BUYER'S LENDER INFORMATION: _____

SELLER INFORMATION

NAME: _____

ADDRESS: _____

ADDRESS AFTER SALE: _____

E-MAIL: _____

PHONE #: _____

SOCIAL SECURITY #: _____

*HOLD TITLE AS: _____

MARITAL STATUS: _____

SELLER'S PRIMARY RESIDENCE: YES ___ NO ___

LOT SIZE / ACRES: _____

BUYER INFORMATION

NAME: _____

ADDRESS: _____

ADDRESS AFTER SALE: _____

E-MAIL: _____

PHONE #: _____

SOCIAL SECURITY #: _____

HOLD TITLE AS: _____

MARITAL STATUS: _____

BUYER: PRIMARY RESIDENCE _____
SECOND HOME _____ OR RENTAL _____

WATER FRONTAGE: _____

SELLER PAYOFF(S): IF THERE IS A MORTGAGE AND A PAYOFF IS NEEDED PLEASE SIGN THE ATTACHED PAYOFF AUTHORIZATION. ALSO PROVIDE LOAN NUMBER, BANK CONTACT INFORMATION AND SOCIAL SECURITY NUMBER (THIS CAN BE CALLED IN TO OUR OFFICE)

***IF PROPERTY IS IN THE NAME OF A TRUST PLEASE PROVIDE TRUST DOCUMENT TO SHOW WHO THE TRUSTEE(S) ARE.**