



The following 3 pages are for you to print out, fill in, and have as a use full tool in your closing...

## Easy Reference Guide of Major Contacts

**PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

### REAL ESTATE AGENT:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### MORTGAGE BROKER/BANKER:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### YOUR LAWYER:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### HOME INSPECTOR:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### TERMITE INSPECTOR:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### APPRAISER:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### TITLE COMPANY:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### SURVEYOR:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### INSURANCE AGENT:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

### BANK ATTORNEY:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

continued



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\_\_\_\_\_

### V CONT'D

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

THE FOLLOWING DOCUMENTS ARE STILL REQUIRED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. I RECEIVED MY Good Faith Estimate, Loan Application, AND Truth in Lending FORM ON \_\_\_\_\_**

**E. I DELIVERED THE Good Faith Estimate, Loan Application, AND Truth in Lending FORM TO MY LAWYER ON \_\_\_\_\_**

\_\_\_\_\_

**D. THE WORK WILL BE COMPLETED BY \_\_\_\_\_**

\_\_\_\_\_

### VII

- A. THE APPRAISAL WAS DONE ON \_\_\_\_\_**
- B. THE RESULTS OF THE APPRAISAL WERE DELIVERED TO THE BANK ON \_\_\_\_\_**

### VIII

- A. THE TITLE REPORT WAS RECEIVED AND REVIEWED BY YOUR LAWYER ON \_\_\_\_\_**
- B. THE FOLLOWING ISSUES WERE HIGHLIGHTED BY YOUR LAWYER:**
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

### VI

- A. THE TERMITE INSPECTION WAS DONE ON \_\_\_\_\_**
- B. THE TERMITE INSPECTION WAS CLEAN/SHOWED TROUBLE**
- C. IF THERE WAS TROUBLE, THE FOLLOWING ACTION WILL BE TAKEN BY THE SELLERS:**  
\_\_\_\_\_

### IX

- A. YOU RECEIVED YOUR MORTGAGE COMMITMENT ON \_\_\_\_\_**
- B. THE FOLLOWING CONDITIONS STILL NEED TO BE SATISFIED:**
  1. \_\_\_\_\_
  2. \_\_\_\_\_

continued



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\_\_\_\_\_

### IX CONT'D

3. \_\_\_\_\_
4. \_\_\_\_\_

### X

A. YOUR FILE IS MARKED "CLEAR TO CLOSE" ON \_\_\_\_\_

### XI

A YOU BIND YOUR INSURANCE ON \_\_\_\_\_ AND FAX A COPY TO YOUR LAWYER ON \_\_\_\_\_

### XII

A. YOU CALLED THE FOLLOWING TO MAKE ARRANGEMENTS ON:

1. MOVERS ON \_\_\_\_\_ TO MOVE YOU ON \_\_\_\_\_
2. ELECTRIC CO. ON \_\_\_\_\_ TO START SERVICE ON \_\_\_\_\_
3. WATER CO. ON \_\_\_\_\_ TO START SERVICE ON \_\_\_\_\_
4. CABLE ON \_\_\_\_\_ TO START SERVICE ON \_\_\_\_\_
5. GAS CO ON \_\_\_\_\_ TO START SERVICE ON \_\_\_\_\_
6. TELEPHONE CO. ON \_\_\_\_\_ TO

START SERVICE ON \_\_\_\_\_

### XIII

A. THE WALK THROUGH TOOK PLACE ON \_\_\_\_\_

B. THE FOLLOWING ISSUES WERE NOTED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### XIV

A. APPOINTMENT WITH YOUR LAWYER FOR \_\_\_\_\_ TO GO OVER FINAL CHECKLIST

B. CLOSING IS SET FOR \_\_\_\_\_

### XV

A. AFTER CLOSING YOU RECEIVED YOUR LAWYER'S CLOSING STATEMENT ON \_\_\_\_\_

B. YOU RECEIVED THE RECORDED DEED ON \_\_\_\_\_

C. YOU RECEIVED THE ORIGINAL TITLE INSURANCE POLICY ON \_\_\_\_\_

D. YOUR FIRST MORTGAGE PAYMENT IS DUE ON \_\_\_\_\_