

**NORTHERN TITLE & ABSTRACT CORP. ORDER INFORMATION**

REALTOR: \_\_\_\_\_ LISTING SALESPERSON \_\_\_\_\_  
\_\_\_\_\_ SELLING SALESPERSON \_\_\_\_\_  
OWNER'S POLICY \$ \_\_\_\_\_ GAP COVERAGE? \_\_ YES \_\_ NO  
LENDER'S POLICY \$ \_\_\_\_\_ LENDER \_\_\_\_\_  
SELLER(S) \_\_\_\_\_  
BUYER(S) \_\_\_\_\_  
TAKING TITLE AS: \_\_\_\_\_  
LEGAL DESCRIPTION \_\_\_\_\_  
STREET ADDRESS OF PROPERTY \_\_\_\_\_  
SPECIAL INSTRUCTIONS \_\_\_\_\_  
NORTHERN TITLE TO CLOSE? \_\_ YES \_\_ NO COPY OF PRIOR TITLE? \_\_ YES \_\_ NO



CHECKLIST FOR CLOSING

CLOSING DATE: \_\_\_\_\_ CONTRACT DATE: \_\_\_\_\_  
PLACE: \_\_\_\_\_ TIME: \_\_\_\_\_  
SELLER PRESENT \_\_ YES \_\_ NO BUYER PRESENT \_\_ YES \_\_ NO

1. COPY OF OFFER TO PURCHASE ATTACHED  
SALE PRICE \$ \_\_\_\_\_ EARNEST MONEY \$ \_\_\_\_\_

2. BUYER'S CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_ PHONE # \_\_\_\_\_  
SS# \_\_\_\_\_ SS# \_\_\_\_\_ (IF MORE, ATTACH SHEET)  
ADDRESS AFTER SALE: \_\_\_\_\_

3. SELLER'S CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_ PHONE # \_\_\_\_\_  
SS# \_\_\_\_\_ SS# \_\_\_\_\_ (IF MORE, ATTACH SHEET)  
ADDRESS AFTER SALE: \_\_\_\_\_

MARITAL STATUS OF SELLER: \_\_\_\_\_ WI RESIDENT? \_\_\_\_\_  
IS THIS SELLER'S PRIMARY RESIDENCE? \_\_ YES \_\_ NO

4. PROPERTY SUBJECT TO RENTAL WEATHERIZATION STANDARDS? \_\_\_\_\_  
IF YES, DO: CERT OF COMPLIANCE \_\_\_\_\_ OR: STIPULATION FORMS \_\_\_\_\_  
DIHLR \_\_\_\_\_ IF NO, EXCLUSION CODE: \_\_\_\_\_

5. LOT SIZE: \_\_\_\_\_ x \_\_\_\_\_ OR ACRES \_\_\_\_\_  
WATER FRONTAGE: \_\_\_\_\_ FT

6. SELLER'S ATTORNEY W/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

7. BUYER'S ATTORNEY W/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

8. COMMISSION \$ \_\_\_\_\_

9. ADDITIONAL CHARGES FOR CLOSING STATEMENT:  
A. \$ \_\_\_\_\_ BUYER \_\_ SELLER \_\_ PAY TO: \_\_\_\_\_  
B. \$ \_\_\_\_\_ BUYER \_\_ SELLER \_\_ PAY TO: \_\_\_\_\_  
C. \$ \_\_\_\_\_ BUYER \_\_ SELLER \_\_ PAY TO: \_\_\_\_\_

10. HAS SELLER HAD WORK DONE (CONSTR, REMODEL, ETC.) ON THE PROPERTY  
WITHIN THE LAST 6 MONTHS? \_\_\_\_\_ NO \_\_\_\_\_ YES  
EXPLAIN: \_\_\_\_\_

11. SELLER'S PAYOFF LETTER ORDERED? \_\_ YES \_\_ NO (COPY TO NORTHERN TITLE)  
PAYOFF AMOUNT \$ \_\_\_\_\_ DAILY PER DIEM \$ \_\_\_\_\_

12. OTHER: BILL OF SALE? \_\_ YES \_\_ NO IF YES, ATTACH LIST OF PROPERTY  
FUEL PRORATION? \_\_ YES \_\_ NO IF YES, TYPE OF FUEL \_\_\_\_\_ GAL \_\_\_\_\_ @ \$ \_\_\_\_\_ /GAL

13. COMMENTS: \_\_\_\_\_

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**PLEASE NOTE THAT ALL RECORDED DOCUMENTS AND FINAL POLICIES WILL BE SENT TO LISTING AGENCY UNLESS OTHERWISE SPECIFIED**