



## AYERS & ASSOCIATES REAL ESTATE

### CONTRACT CLOSING INFORMATION SHEET

**Agent Name** \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ MLS # \_\_\_\_\_

CITY, ZIP \_\_\_\_\_ TAX ID# \_\_\_\_\_

COMMISSION SPLIT S \_\_\_\_\_ % B \_\_\_\_\_ % AYERS FEE \$295 YES \_\_\_\_\_ NO

Contract Date \_\_\_\_\_ Closing Date \_\_\_\_\_

List Price \_\_\_\_\_ Contract Price \_\_\_\_\_

#### **CRITICAL DATES: Put these dates on your calendar and keep track**

- **Escrow Due Date:** \_\_\_\_\_
- **Inspection Period Expiration Date:** \_\_\_\_\_
- **Mortgage Contingency Expiration Date:** \_\_\_\_\_
- **Other contingencies** \_\_\_\_\_

Sellers Name \_\_\_\_\_

Buyers Name \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Listing Office \_\_\_\_\_

Buying Office \_\_\_\_\_

Agent \_\_\_\_\_

Agent \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

Cell \_\_\_\_\_

Initial Deposit \_\_\_\_\_ Received On \_\_\_\_\_ Held By \_\_\_\_\_

Additional Deposit \_\_\_\_\_ Due On \_\_\_\_\_ Received On \_\_\_\_\_

Financing Cash Conv FHA VA \_\_\_\_\_

Mortgage Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title Company \_\_\_\_\_ Contact Name \_\_\_\_\_

**REQUIRED DOCUMENTS--- Please write N/A if Not Applicable---BOLD UNDERLINE**  
**DOCUMENTS ARE LEGALLY REQUIRED BY OUR INSURANCE COMPANY and/or NEW FAR RULES**

- Fully Executed Contract**
- HOA Disclosure with HOA Association** Contact Info in Full
- Receipt of Condo Docs Form**
- MLS Pending Sheet
- Lead Based Paint**
- Escrow Verification from Title Company**
- AYERS & ASSOCIATES DISCLOSURE --- Agency Relationship to Customer**
- FHA Or VA Disclosure IF Applicable**
- PERMIT SEARCH – Open permit search- Under required docs Miscellaneous on AA Intranet Site
- Closed permit search – see instructions Under required docs Miscellaneous on AA Intranet Site
- Home Warranty Waiver – or Acceptance**
- Seller's Disclosure -fully executed
- Flood Disclosure**
- Buyer's Broker Compensation Agreement**
- Contract to Closing Sheet --- This form!**

**Ayers & Associates Intranet is your source for Required Internal Documents**

<https://ayersassociatesintranet.com/required-documents>

**This form is under Seller Docs, Buyer Docs & Miscellaneous Docs**