

REAL ESTATE

OUR CLIENT

SELLER
BUYER

ADDRESS
OF
PROPERTY

CLIENTS
ADDRESS

HOME
PHONE

BUSINESS
PHONE

REFERRED BY

OTHER
ATTORNEY

ADDRESS

PHONE

HIS CLIENT

BROKER

ADDRESS

PHONE

SELLERS
LENDER

ADDRESS

PHONE

BUYERS
LENDER

ADDRESS

PHONE

CLOSING: DATE

TIME

PLACE

NOTES:

INITIAL
CLIENT CONF.

EARNEST
MONEY

AMT.

DEPOSITED

BROKER
COMMISSION

EXPECTED
MOVING
DATE

SELLERS
NEW
ADDRESS

FILE NO.

CLOSING	CLOSING CONFIRMED WITH:	FIGURES COMMUNICATED TO:
CLIENT		
OTHER ATTORNEY		
LENDING INSTITUTION		
BROKER		

DOCUMENTS TO ORDER	DATE ORDERED	DATE RECEIVED
TITLE REPORT		
TORRENS TAX SEARCH		
PAY OFF LETTER		
TRUSTEES DEED		
SURVEY		

DOCUMENTS TO CLIENT	AT CLOSING	BY MAIL
DEED		
TITLE POLICY/TORRENS CERT.		
AFFIDAVIT OF TITLE		
BILL OF SALE		
SURVEY		
CANCELLED MORTGAGE & NOTE		
INSURANCE POLICY		