

Buyer File Update



Buyer's Agent _____ Buyer _____
Phone _____ Phone _____
Email _____ Email _____

Property Address _____

_____ Contract Received

_____ Earnest Money Received

_____ Receipted Page to: _____ Listing Agent _____ to Selling Agent

_____ Order Opened

_____ Payoff(s) _____ Info requested from Seller _____ Ordered _____ Received

_____ Request for Title Received from Lender

_____ Wiring Instructions _____ Sent to Lender

_____ Tax Certificate _____ Sent to Lender

_____ Title Commitment _____ Sent to Lender

_____ Survey _____ Order New _____ Use Previous _____ Approved

_____ Order date _____ Sent to Lender _____ Sent to Agents

_____ Homeowners Association _____ Resale Cert Ordered _____ Sent to Agents

_____ Insurance Binder: Company _____ Contact# _____

_____ Home Warranty: Order Date _____ Company _____ Confirmation# _____

_____ CDA's _____ Listing Agent _____ Selling Agent

_____ Lender Documents Received

_____ Closing Statement Approved and Sent to Agents

Comments: _____

This update is for informational purposes only. No response or action is required on your part.

The information contained herein is obtained from outside parties and Capital Title makes no claim as to its accuracy.