

Seller File Update



Seller's Agent _____ Seller _____
Phone _____ Phone _____
Email _____ Email _____

Property Address _____

_____ Contract Received
_____ Earnest Money Received
_____ Received 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.