



**Bankers Title &
Bankers Closing Services**
your closing in our hands

Production
750 S. Plaza Dr, Suite 221,
Mendota Heights, MN 55120
(O) (651) 681-0382
(F) 651-456-0656
ordertitle@BankersTitleMN.com

Closings
350 W. Burnsville Pkwy, Suite 400,
Burnsville, MN 55337
(O) 952-955-8111
(F) 952-955-8116
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Closing Information Worksheet

Date:		Closer:	
Property Information			
New Order:	Update to Existing Order:	Submitted By:	Email:
Estimated Close Date:	Sale Price:	Earnest Money:	
Address:			
Legal Description:			
PID Number(s):		PID:	PID:
1-4 Family Residential	Condo	Townhouse	Apartment Bldg: 1031 Tax Exchange
Commercial	New Construction		Vacant Other
Association Name:		Contact:	Phone #:
Is there a Well?	Is there a septic system?		City Code Compliance Ordered?
Any Improvements to the property within the last year?		Contractor?	Date Completed:
Property Occupied By?		Contact?	
Seller's Information			
Seller #1 Name:		Cell#:	Work#:
Email:		SS#:	
Seller #2 Name:		Cell#:	Work#:
Email:		SS#:	
Address:			How long?:
Marital Status:	Will they be attending closing?:	Will They be using a POA?:	
Seller's Forwarding Address:			
Existing First Mortgage:			Loan Type:
Account #:			Phone #:
Existing 2 nd Mtg:			Loan Type:
Account#:			Phone#:
Contract for Deed Holder:		Email:	
Address:			Phone#:
Association	Association Name:	Association Phone#:	Association Email:
Management Name:		Management Company Phone# or Website Address:	
Abstract	Torrens	If property is Abstract, location of Abstract:	
Prior Title Company:		Owners Policy:	
Recent Improvements:		Contractor Contact:	
Seller's Closing Company:		Phone#:	
Closer Contact/Email:		Phone#:	Fax#:



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Buyer's Information

Buyer's #1 Name:		Cell#:		Work#:	
Email:				SS#:	
Buyer #2 Name:		Cell#:		Work#:	
Email:				SS#:	
Current Address:					
Will there be new financing?		Cash?	CD?	Assumption?	Loan Type:

New Lender Information

Name:		Phone#:		Cell Phone#:	
Fax#:	Loan Amount:		2 nd Loan Amount:		
Buyer's Closing Title Company:		Phone#:		Cell Phone#:	
Email:			Fax:		
Loan Processor Name:		Phone#:		Cell Phone#:	
Email:			Fax:		

Listing Agent Information

Listing Agent:		Company:			
Phone#		Email:		Fax#:	
Branch Address:		Commission Split:		Admin Fee:	
Notes:					

Selling Agent Information

Selling Agent:		Company:			
Phone#:		Email:		Fax#:	
Branch Address:		Commission Split:		Admin Fee:	
Notes:					