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DOCUMENT PREPARATION INSTRUCTION SHEET

Closing Date: Time: Place:
Listing Broker/Office: Phone:
Selling Broker/Office: Phone:
Sale Price: Earnest Money: Commission: %
Property Address: Tax Key Number:
Legal Description:

Seller's Name: SSN:
New Address: Phone:
Is this a divorce situation: Yes No
Is this seller's homestead: Yes No

Buyer's Name: SSN:
Current Address: Phone:
Will this be buyer's homestead? Yes No

Buyer's Taking Title As: Survivorship Marital Property Joint Tenancy Tenants in Common Other:

Is property subject to DILHR weatherization? Yes No

Transfer: Sale Gift Exchange Prior Title Evidence:
Lot Size: X
or acres
Physical Description: Land Only Single Family
Land & Building Multi-Family
Residential # of units

Buyer's Lender: Loan Officer/Contact:

Mortgage Amount: Buyer's Attorney:

Schmitt Title to order: Tax Letter
Deed & Transfer Return
Mortgage Payoffs
Seller's Attorney:

Seller's Mortgage Payoffs

To: Phone: Acct #:

To: Phone: Acct #:

Charge To: Seller Buyer Realtor

Special Instructions:

Send Copies To:

The undersigned hereby certifies that the above information is true and correct and authorizes Schmitt Title and Escrow Corp. to prepare the Seller's closing statement for use and benefit of the undersigned based on the information furnished above.

Signature: Date:
(a signature is required to begin processing this order)

** A copy of the real estate Offer to Purchase and prior title evidence must accompany this Instruction Sheet.