****

**CLOSING INPUT FORM**

MLS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TN ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sale Agent ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer/Seller Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PH#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PH#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Commission Check: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral: Y / N Referral to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_

Earnest Money Being Held by TREF: Y / N Amount of Earnest Money: $\_\_\_\_\_\_\_\_\_\_

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR THE AGENT TO RECEIVE PAYMENT**

|  |  |  |
| --- | --- | --- |
| Agent  Initials | Check List – **All Required Documents Must be Submitted** | Office  initials |
|  | Settlement Statement (HUD)/ALTA – Signed by Seller/Buyer |  |
|  | Termite Letter -- Clear |  |
|  | RF660 Buyers Final Inspection |  |
|  | RF202 Sellers Property Condition Disclosure Update (not required if property is Exempt) |  |
|  | RF657 Closing Date/ Possession Date Amendment (if applicable) |  |
|  | Copy of Commission Check from Title Company |  |
|  | Copy of Agent’s Commission Check |  |
|  | Copy of Amendments (if applicable) |  |
|  | RF654 Repair Proposal, RF 655 Repair Amendment (if applicable) |  |
|  | **LISTING AGENT ONLY MLS Closed Brief showing “Closed Status”** **(must be completed within 72 hrs.) MLS Penalty $100 fine first offence $250 for each occurrence going forward\*** |  |