

**Please complete this form and email to
client@settlementsdirect.com (preferred method) Fax: (814) 690-1621.
If you have any questions, please give us a call at (814) 689-1741**

Print Seller(s) Full Name: _____

Phone: _____ Email: _____

Property Address: _____

Is this a mobile home? Yes No

Forwarding Address: _____

Listing Agent Name: _____ License #: _____

Total Commission %: _____ Buyer Agent: _____ Listing Agent: _____

Is commission based on purchase price minus seller assist? Yes No

Purchase Price: _____ MLS Fee: _____ Transaction Fee: _____

Deposit Held By: _____ Amount: _____ Seller Assist: _____

Will deposit be brought to closing or deducted from commission?

Brought to closing Deducted from commission

Is this a rental property with security deposit(s) and rent to account for? Yes No

Is there a mortgage or line of credit on the property? Yes No

There is an additional form regarding mortgage payoff authorization.

Would you like Universal to prepare the deed? Yes No

If yes, please fill out the Deed Request Form and return with this document.

Deed Prep Cost: _____ To: _____

Resale Certificate Cost: _____ To: _____

Please remember to include any & all invoices regarding closing, as well as relevant addendums with this sheet or email them to us immediately when they become available.

Please list the names of the water & sewer companies. Universal will order final utility readings.

Water Company: _____

Sewer Company: _____

Will the seller(s) be attending closing? Yes No

Will proceeds need to be split in any way? Yes No

How are proceeds to be disbursed? Check Wire

THERE ARE ADDITIONAL FORMS REGARDING SPLIT PROCEEDS & WIRING INSTRUCTIONS.