



330 Michigan Street  
 Port Huron, MI 48060  
 810 • 987 • 2141  
 1 • 800 • 878 • 4853  
 FAX • 810 • 987 • 1317  
 E-mail: HURON@HURON.TITLE.COM

**CLOSING INSTRUCTION SHEET**

HTC File No. \_\_\_\_\_

Attached is a copy of a purchase agreement

Property Address: \_\_\_\_\_  
 Proposed Closing date to be confirmed by phone: \_\_\_\_\_  
 Time of Closing: \_\_\_\_\_ Place of Closing: \_\_\_\_\_  
 Package needed by: \_\_\_\_\_

Home Warranty: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Paid by Seller: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Paid by Seller: \_\_\_\_\_ Payable to: \_\_\_\_\_  
 Address: \_\_\_\_\_

1. The Seller is: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Social Security Number(s): His: \_\_\_\_\_  
 Hers: \_\_\_\_\_

Is the seller pre-signing? Yes: \_\_\_\_\_ No: \_\_\_\_\_

2. The Purchaser is: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Social Security Number(s): His: \_\_\_\_\_  
 Hers: \_\_\_\_\_

Is the Purchaser pre-signing? Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. The Sale is for the amount of \$ \_\_\_\_\_  
 The type of sale is by:  
 Cash  New Mortgage  Land Contract  
 Mortgage Assumption  Assignment of Land Contract

3a. (Mortgage Sales Only)  
 The new lender is: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Earnest money and commission information.  
 A) The total commission (\_\_\_\_%) \$ \_\_\_\_\_  
 B) Buyer's deposit: \$ \_\_\_\_\_  
 held by: \_\_\_\_\_  
 C) Commission to be disbursed as follows:  
 \_\_\_\_\_ % to \_\_\_\_\_  
 \_\_\_\_\_ % to \_\_\_\_\_  
 (Co-op Broker) Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

5. You are directed to order the following (seller's authorization letter attached):
- A) Payoff letter from: \_\_\_\_\_  
Account No.: \_\_\_\_\_
  - B) Payoff letter from: \_\_\_\_\_  
Account No.: \_\_\_\_\_
  - C) Payoff letter from: \_\_\_\_\_  
Account No.: \_\_\_\_\_
  - D) Assumption letter from: \_\_\_\_\_  
Account No.: \_\_\_\_\_
  - E) Status letter from: \_\_\_\_\_  
Account No.: \_\_\_\_\_

6. You are directed to prepare the following:
- Buyer's Closing Statement
  - Affidavit of Owner Lien Rights
  - Bill of Sale
  - Affidavit - Waiver of Dower
  - Assignment of Escrow Account
  - Assignment of Interest in L/C
  - Land Contract
  - Claim of Interest
  - Titleholder Deed
  - Warranty Deed
  - Transfer Valuation Affidavit
  - Use & Occupancy Agreement
  - Water Escrow Agreement & Letter
  - Seller's Closing Statement
  - IRS Reporting form 1099
  - Discharge of Lien
  - Discharge of Mortgage
  - Tenant Letter
  - Homeowner Association Form
  - Assignment of Oil & Gas Lease
  - Designation of Voting Rep.
  - Condominium Closing Statement
  - Utility Forms

7. You are requested to prepare the following escrows:
- a. Use & Occupancy Escrow
  - b. Water Escrow
  - c. Sewer Escrow
  - d. Deed Escrow
  - e. Other: \_\_\_\_\_

8. You are directed to deliver closing packages to:
- Broker
  - Seller/Seller Attorney
  - Co-op Broker
  - Purchaser/Purchaser Attorney
- Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Other Instructions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Signature: \_\_\_\_\_