

**Closing Dept.**  
(715) 479-1854  
Fax: (715) 479-7482



**Title Dept.**  
(715) 479-6459  
Fax: (715) 477-2515

229 South Third Street, PO. Box 877  
Eagle River WI 54521

### CLOSING INFORMATION CHECKLIST

ORDERED BY: \_\_\_\_\_ COMPANY LIST/SELL: \_\_\_\_\_ / \_\_\_\_\_  
TRANSACTION (SELLER/BUYER): \_\_\_\_\_ / \_\_\_\_\_  
CLOSING DATE: \_\_\_\_\_ TIME \_\_\_\_\_ (please call to confirm date/time)  
PLACE: \_\_\_\_\_ CONTRACT DATE: \_\_\_\_\_  
SELLER PRESENT: YES \_\_\_\_\_ NO \_\_\_\_\_ BUYER PRESENT: YES \_\_\_\_\_ NO \_\_\_\_\_  
SALE PRICE: \_\_\_\_\_ EARNEST MONEY: \_\_\_\_\_ COMMISSION: \_\_\_\_\_  
PROPERTY LOCATION: \_\_\_\_\_  
PRIOR EVIDENCE OF TITLE: \_\_\_\_\_  
BUYER'S LENDER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
E-MAIL DOCS FOR REVIEW: YES \_\_\_\_\_ NO \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

#### SELLER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Address after Sale: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Hold Title As: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Marital Status: \_\_\_\_\_  
Seller's Primary Residence: Yes \_\_\_\_\_ No \_\_\_\_\_  
Lot Size / Acres: \_\_\_\_\_

#### BUYER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Address after Sale: \_\_\_\_\_  
\_\_\_\_\_  
Phone#: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Hold Title As: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Marital Status: \_\_\_\_\_  
Water Frontage: \_\_\_\_\_

#### OTHER ITEMS TO BE CHARGED ON CLOSING STATEMENT:

A. \_\_\_\_\_ \$ \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Pay to: \_\_\_\_\_  
B. \_\_\_\_\_ \$ \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Pay to: \_\_\_\_\_  
C. \_\_\_\_\_ \$ \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Pay to: \_\_\_\_\_

(attach any copies of bills if applicable)

Seller Payoff(s) ordered from Lender Yes \_\_\_\_\_ No\* \_\_\_\_\_ Copy to Northwoods Title Yes \_\_\_\_\_ No \_\_\_\_\_

**\*If no, please attach signed Payoff Authorization**

Bill of Sale Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach list of property if different)

**\$ \_\_\_\_\_ Processing Fee**

**IF ANY ADDITIONAL CHARGES PLEASE ATTACH ON SEPARATE SHEET**