



18 W. Main Street \* PO Box 128 \* Newcastle, WY 82701  
Phone (307) 746-2001 \* Fax (307) 746-2217  
E-mail: orderswyoming@bhtitle.com  
E-mail: closingswyoming@bhtitle.com

**Information for Closing**

Sellers: \_\_\_\_\_ Buyers: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

SS# for seller(s): \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Listing Agent: Name: \_\_\_\_\_ License No. \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_ Company's License #: \_\_\_\_\_

Selling Agent: Name: \_\_\_\_\_ License No. \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_ Company's License #: \_\_\_\_\_

Realtor Commission: \_\_\_\_\_ Sales Tax: \_\_\_\_\_ Split: Listing \_\_\_\_% and Selling \_\_\_\_%  
Transaction Fee or Document Compliance Fee: \$ \_\_\_\_\_ from seller \$ \_\_\_\_\_ from buyer

Property Address: \_\_\_\_\_  
Street City State Zip Code

Sales Price: \_\_\_\_\_ Earnest Money: \_\_\_\_\_

Closing Fee: Seller \_\_\_\_\_ Buyer \_\_\_\_\_

Survey: NEW \_\_\_\_ or EXISTING \_\_\_\_ ? Who Prepared: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
If new, who's paying? Seller \_\_\_\_\_ Buyer \_\_\_\_\_

Deed Preparer: \_\_\_\_\_ Cost \$ \_\_\_\_\_

Is Property Currently Owner Occupied? \_\_\_\_\_

**Homeowners Association Information:**

Contact or Phone Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**EXISTING LOAN INFORMATION FOR PAYOFF:**

Loan Number: \_\_\_\_\_ Mortgage Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ (Name and Address)

Additional Information:

**Please Provide a Copy of the Purchase Agreement As soon As Possible!**  
**Thank You!**