



USA Closing Request Form

Listing #: _____ Listing Agent: _____ Selling Agent: _____

Buyer: _____ Seller: _____

Requested Date of Closing: _____ Location: Property Office Mail/Email Other: _____

Time of Closing: _____ Who Will Handle Closing: _____

Closing Checklist: (All must be completed in order to close)

Does Buyer have Park Approval? Yes No Inspections & Contingencies Completed? Yes No

Will Lot Rent be Prorated? Yes No Will Buyer be sending funds via Wire? Yes No

(If yes, Buyer must send funds 24 hrs before closing and include \$35 wire fee)

If closing is being done via Mail/Email, please provide the Buyers address below: _____
Please allow 7 days from your requested date. This allows us to process, mail out, and receive back your closing.

ALL CLOSINGS - ANYONE ON TITLE MUST SIGN ORIGINAL CLOSING DOCUMENTS.

IF MORE THAN ONE BUYER, WILL NAMES BE JOINED BY "AND" or "OR"? _____

Titles will be "fast titles" meaning they will be ready for the client within a couple business days once we receive completed closing papers. Agent will be notified once titles and registration are ready for client.

Seller Side:

Where are the original titles currently (in office, bringing to closing, etc)? _____

How will the Seller get their proceeds? Wire(\$35) Check via pickup Check via mail(\$15)

**please be advised that checks will not be given or mailed to client until funds have been processed from buyer and are in our account. We recommended Sellers pick the Wire option as it is the fastest and easiest way they will receive proceeds.*

Sellers forwarding address: _____

For Agent:

Please make sure both Listing and Selling Agent have communicated with their clients and agreed on the closing process before sending in the request. Buyers must be approved in the Park before we can close. For finance deals, we cannot close until the lender has given us approval and funds so please do not send in a closing request until then. Once the request is sent in, please allow up to 2 business days for the Finance Associate to prepare and send out closing numbers for both Buyer and Seller. Any changes to this closing request after it has been turned in must be done so in writing and sent to the Finance Associate and Owner as soon as possible.