



1725 C Wilma Rudolph Boulevard
Clarksville, TN 37040
(931) 266-0236 Telephone
(931) 492-9416 Fax

Hello!

Our office will be handling the closing of your client's home. To create a smooth and simple transaction, we wanted to share a little about us and request some additional information from you. As technology changes so does the handling of money. Clarksville Title and Escrow will not accept any checks of any kind or cash pertaining to any closing. All funds must be wired prior to closing. (Wiring instructions to follow). Safety and security is our priority. **All WIRING INSTRUCTIONS CHANGE FOR EACH TRANSACTION.** For your convenience, Clarksville Title and Escrow will wire any funds due to you directly to your bank account next business day and the funds will be available immediately.

Buyer(s) Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Will the buyer(s) be present at closing: () Yes / () No

If no it may be necessary to prepare the Warranty Deed and other pertinent documentation in advance.

Will a **POA** be used at closing for either of the buyer(s): () Yes / () No

If yes, we will need a copy of the POA and the **ORIGINAL WILL BE NEEDED AT CLOSING**

Commission Split: _____% Listing and _____% Selling

Bonus to: _____ Amount \$ _____

Admin Fee to: _____ Amount \$ _____

If you have any questions along the way don't hesitate to call or email us!

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