

Required Information for Cooperative Closings

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

Sales Price: \_\_\_\_\_ Earnest Deposit: \_\_\_\_\_

Selling Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Commission checks to be issued in the name of: (Total commission: \_\_\_\_\_)

\_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Amount: \_\_\_\_\_

If this is For Sale By Owner, please provide seller's contact information:

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Seller's Lender: \_\_\_\_\_ or is property owned free and clear? \_\_\_\_\_

If no, please fill out enclosed payoff form and return to Bassett & Associates, PLLC

Will purchaser and seller be able to attend closing? If no, please provide address(es) where documents can be shipped to via overnight mail:

\_\_\_\_\_  
\_\_\_\_\_

Will it be necessary to provide closing statements for an attorney? \_\_\_\_\_

Attorney's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Requirements at closing:

- Closing funds in form of certified check
- Picture I.D.
- Coop bylaws – Indicate if seller does not have bylaws: \_\_\_\_\_ Charge to seller at closing?: \_\_\_\_\_
- Keys for unit
- Coupon booklet
- Original stock certificate and lease if seller does not have shareloan
- Pool keys, if applicable – Indicate if seller does not have keys: \_\_\_\_\_ Charge to seller?: \_\_\_\_\_