



Purchase & Sale Agreement

CHECKLIST

To help us make your closing process surprisingly sweet, please review every Purchase and Sale agreement for missing information before submitting to the Title Company.

1. Full name of each individual for both seller's side and buyer's side
2. Current address, (street and P.O. Box when applicable) for each individual for both seller's side and buyer's side
3. Home or cell phone number for each individual for both seller's side and buyer's side
4. Email address for each individual for both seller's side and buyer's side
5. Final agreed upon sales price
6. Parcel numbers for all property included in the sale, along with an Exhibit A disclosing the full legal description of all property
7. Buyer's vesting: how do they intend to take title, a married couple, a single individual etc.?
8. Earnest Money, amount, who is holding and delivery method. Contact our office for wire instructions.
9. List of all inspections, paid inside or outside of closing, and who is paying
10. Is there a Home Warranty, paid inside or outside of closing, and who is paying?
11. Is there a Seller Credit?
12. Type of Financing or Cash transaction
13. Full legible copy of Purchase and Sale Agreement with all Addendums
14. *When unsure, please reach out to one of our offices.*

Please submit completed Purchase and Sale Agreements to NewOrders@figtitle.com.