

Security Escrow and Settlement Company
500 SOUTH DUBUQUE STREET
P.O. BOX 143
IOWA CITY, IOWA 52244-0143

NANCY B. WILLIS
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CLOSING SERVICE REQUEST

TO: Nancy B. Willis (Fax:(319)337-4581)nancywillis@willisecurity.com
(Ph: (319)337-9621)

FROM: _____ Fax: _____
Ph: _____

CLOSING DATE: _____

GET ABSTRACT? _____ FROM WHERE? _____

CLIENT INFORMATION:

SELLER: _____
AND/OR
BUYER: _____

LENDER: _____

LEGAL DESCRIPTION OR STREET ADDRESS: _____

REQUESTED SERVICES:

I. PREPARATION OF CLOSING NUMBERS:
PAYOFF (PROVIDE LENDER, LOAN NUMBER, BORROWER AUTHORIZATION OR
PROVIDE PHONE NUMBER OF SELLER SO THAT WE CAN CONTACT SELLER
DIRECTLY): _____

OTHER: _____
SPECIFIC ITEMS: _____
OR _____
PROVIDE ALL CLOSING NUMBERS _____ (check here)
AND PROVIDE TITLE OPINION OR ADVISE WHO WE SHOULD GET IT FROM:

II. DEAL WITH TITLE OBJECTIONS (Please also provide copy of title
opinion):
1. _____
2. _____
3. _____
4. _____
5. _____

III. DEED PREPARATION: YES: _____ NO _____

DECLARATION OF VALUE & GROUNDWATER HAZARD STATEMENT NEEDED:
YES _____ NO _____

IV. SOCIAL SECURITY NUMBERS:
SELLER(S): _____
BUYER(S): _____
SELLER(S) NEW ADDRESS: _____

**If any information is already on the purchase agreement, just
attach the purchase agreement and don't bother filling in above.**