

## Automated closing forms

## Legal Size Forms

To make this window fit your screen, click on the  button in the upper right-hand corner of this window.

button in the upper right-hand corner of this window.




### TABLE OF CONTENTS

	<u>Page</u>
General Instructions .....	1
HUD-1* Settlement Statement .....	2-4
Disbursement Sheet* .....	5*
Buyer's Closing Statement* .....	6*
Seller's Closing Statement* .....	7*
1099-S/Taxpayer ID# Certification ....	8
Blank Page* .....	9*

\* Denotes a legal size page.

*Fill in the HUD-1 Settlement Statement and it automatically completes the Disbursement Sheet, Buyer's and Seller's Closing Statements and 1099-S Copy C! Also includes the HUD-1A form!*

### GENERAL INSTRUCTIONS

- Always open **PRO Closing** through the **INFO-PRO Forms** folder on your desktop.
- **Fill in the information on the HUD-1** on pages 2-3. If you do not need the HUD-1, don't print it, but fill it in since the information is needed to transfer to the other forms. Notes in red text on the forms will not print.
- **To go to a particular page**, click on the numbered  button at the bottom of your screen or the  button to select from a list of all the pages.
- **Tab** from field to field or **click** on a field to fill it in. To check or uncheck a check box, click on it.
- **Before printing a form, first go to the form page and check to be sure all necessary information is filled in on the form.**
- **VERY IMPORTANT!! Save your completed client PRO Closing files using the SAVE AS feature and giving them a NEW NAME! OTHERWISE YOU WILL SAVE OVER THE BLANK ORIGINAL!!**
- **To open a previously completed and saved client PRO Closing file**, double click the **INFO-PRO Forms** folder icon on your desktop. Click the arrow at the end of the **Address Bar** to find the completed form and double-click it. (If you do not see an Address Bar, click View - Toolbars - Address Bar.)
- **To change information**, DO SO ON THE HUD-1 (pages 2-3).
- **VERY IMPORTANT!! To print a form** determine which pages you want to print, then select **File - Print** (or click on the  button on your toolbar). Under **Print Range**, select **Pages from \_\_\_\_ to \_\_\_\_** and type in the range of pages you wish to print. **IF YOU DO NOT FOLLOW THIS STEP, ALL 13 PAGES WILL PRINT!**
- **To print a legal size page** (HUD-1, Disbursement Sheet, Closing Statements), put legal size paper in your paper tray and click **Print - Properties - Legal - OK**.

**A. Settlement Statement**

U.S. Department of Housing and Urban Development

OMB Approval No. 2502-0265

**B. Type of Loan**

1. <input type="checkbox"/> FHA    2. <input type="checkbox"/> FmHA    3. <input type="checkbox"/> Conv. Unins. 4. <input type="checkbox"/> VA    5. <input type="checkbox"/> Conv. Ins.	6. File Number:	7. Loan Number:	8. Mortgage Insurance Case Number:
---	-----------------	-----------------	------------------------------------

**C. NOTE:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name & Address of Borrower:	E. Name & Current Address of Seller:	F. Name & Address of Lender:
G. Property Location:	H. Settlement Agent:	
	Place of Settlement:	I. Settlement Date:

J. Summary of Borrower's Transaction	K. Summary of Seller's Transaction
<b>100. Gross Amount Due From Borrower</b>	<b>400. Gross Amount Due To Seller</b>
101. Contract sales price	401. Contract sales price
102. Personal Property	402. Personal property
103. Settlement charges to borrower (line 1400)	403.
104.	404.
105.	405.
<b>Adjustments for items paid by seller in advance</b>	<b>Adjustments for items paid by seller in advance</b>
106. City/town taxes to	406. City/town taxes to
107. County taxes to	407. County taxes to
108. Assessments to	408. Assessments to
109.	409.
110.	410.
111.	411.
112.	412.
<b>120. Gross Amount Due From Borrower</b>	<b>420. Gross Amount Due To Seller</b>
<b>200. Amounts Paid By Or In Behalf of Borrower</b>	<b>500. Reductions in Amount Due To Seller</b>
201. Deposit or earnest money	501. Excess deposit (see instructions)
202. Principal amount of new loan(s)	502. Settlement charges to seller (line 1400)
203. Existing loan(s) taken subject to	503. Existing loan(s) taken subject to
204.	504. Payoff of 1st mortgage loan
205.	505. Payoff of 2nd mortgage loan
206.	506. Deposit paid into trust to be disbursed \$
207.	507.
208.	508.
209.	509.
<b>Adjustments for items unpaid by seller</b>	<b>Adjustments for items unpaid by seller</b>
210. City/town taxes to	510. City/town taxes to
211. County taxes to	511. County taxes to
212. Assessments to	512. Assessments to
213.	513.
214.	514.
215.	515.
216.	516.
217.	517.
218.	518.
219.	519.
<b>220. Total Paid By/For Borrower</b>	<b>520. Total Reduction Amount Due Seller</b>
<b>300. Cash At Settlement From/To Borrower</b>	<b>600. Cash At Settlement To/From Seller</b>
301. Gross amount due from borrower (line 120)	601. Gross amount due to seller (line 420)
302. Less amounts paid by/for borrower (line 220) ( )	602. Less reductions in amount due seller (line 520) ( )
<b>303. Cash</b> <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	<b>603. Cash</b> <input type="checkbox"/> To <input type="checkbox"/> From Seller

The public report burden for this collection of information is estimated at 35 minutes per response for collection, reviewing, and reporting the data. If this agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number. No confidentiality is insured, this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

Settlement Agnt Ph #

Fed ID #

Seller's Taxpayer ID#

Buyer's Part of Real Estate

<b>L. Settlement Charges</b>				PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
<b>700. Total Real Estate Broker Fees</b>					
Division of Commission (line 700) as follows:					
701. \$	to				
702. \$	to				
703. Commission paid at Settlement					
704.					
<b>800. Items Payable In Connection With Loan</b>					
801. Our origination charge		\$	(from GFE #1)		
802. Your credit or charge (points) for the specific interest rate chosen		\$	(from GFE #2)		
803. Your adjusted origination charges			(from GFE A)		
804. Appraisal fee to			(from GFE #3)		
805. Credit Report to			(from GFE #3)		
806. Tax service to			(from GFE #3)		
807. Flood certification			(from GFE #3)		
808.					
809.					
810.					
811.					
812.					
813.					
814.					
<b>900. Items Required By Lender To Be Paid in Advance</b>					
901. Daily Interest charges from	to	@ \$	/day (from GFE #10)		
902. Mortgage insurance premium for	months to		(from GFE #3)		
903. Homeowner's insurance	years to		(from GFE #11)		
904.					
905.					
<b>1000. Reserves Deposited With Lender</b>					
1001. Initial deposit for your escrow account			(from GFE #4)		
1002. Homeowner's insurance	months @ \$	per mo. \$			
1003. Mortgage insurance	months @ \$	per mo. \$	(from GFE #9)		
1004. Property taxes	months @ \$	per mo. \$			
1005.	months @ \$	per mo. \$			
1006.	months @ \$	per mo. \$			
1007.					
1008. Aggregate Adjustment		-\$			
<b>1100. Title Charges</b>					
1101. Title services and lender's title insurance			(from GFE #4)		
1102. Settlement or closing fee		\$			
1103. Owner's title insurance			(from GFE #5)		
1104. Lender's title insurance		\$			
1105. Lender's title policy limit \$					
1106. Owner's title policy limit \$					
1107. Agent's portion of the total title insurance premium		\$			
1108. Underwriter's portion of the total title insurance premium		\$			
1109.					
1110.					
1111.					
1112.					
<b>1200. Government Recording and Transfer Charges</b>					
1201. Government recording charges			(from GFE #7)		
1202. Deed \$	Mortgage \$	Releases \$			
1203. Transfer taxes				(from GFE #8)	
1204. City/County tax/stamps	Deed \$	Mortgage \$			
1205. State tax/stamps	Deed \$	Mortgage \$			
1206.					
<b>1300. Additional Settlement Charges</b>					
1301. Required services that you can shop for			(from GFE #6)		
1302. \$					
1303. \$					
1304.					
1305.					
<b>1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)</b>					

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Seller  
 Borrower: \_\_\_\_\_ Date: \_\_\_\_\_ or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Seller  
 Borrower: \_\_\_\_\_ Date: \_\_\_\_\_ or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

\_\_\_\_\_  
 Date: \_\_\_\_\_ Settlement Agent: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.

Comparison of Good Faith Estimate (GFE) and HUD-1 Charges		Good Faith Estimate	HUD-1
<b>Charges That Cannot Increase</b>	HUD-1 Line Number		
Our origination charge	# 801		
Your credit or charge (points) for the specific interest rate chosen	# 802		
Your adjusted origination charges	# 803		
Transfer taxes	#1203		

Charges That in Total Cannot Increase More Than 10%		Good Faith Estimate	HUD-1
Government recording charges	# 1201		
	#		
	#		
	#		
	#		
	#		
<b>Total</b>			
<b>Increase between GFE and HUD-1 Charges</b>		\$	or %

Charges That Can Change		Good Faith Estimate	HUD-1
Initial deposit for your escrow account	#1001		
Daily interest charges	# 901 \$ /day		
Homeowner's insurance	# 903		
	#		
	#		
	#		

### Loan Terms

Your initial loan amount is	\$
Your loan term is	years
Your initial interest rate is	%
Your initial monthly amount owed for principal, interest, and any mortgage insurance is	\$ includes <input type="checkbox"/> Principal <input type="checkbox"/> Interest <input type="checkbox"/> Mortgage Insurance
Can your interest rate rise?	<input type="checkbox"/> No <input type="checkbox"/> Yes, it can rise to a maximum of % . The first change will be on and can change again every after . Every change date, your interest rate can increase or decrease by % . Over the life of the loan, your interest rate is guaranteed to never be lower than % or higher than % .
Even if you make payment on time, can your loan balance rise?	<input type="checkbox"/> No. <input type="checkbox"/> Yes, your maximum prepayment penalty is \$ .
Even if you make payments on time, can your monthly amount owed for principal, interest, and mortgage insurance rise?	<input type="checkbox"/> No. <input type="checkbox"/> Yes, the first increase can be on and monthly amount owed can rise to \$ . The maximum it can ever rise to is \$ .
Does your loan have a prepayment penalty?	<input type="checkbox"/> No. <input type="checkbox"/> Yes, your maximum prepayment penalty is \$ .
Does your loan have a balloon payment?	<input type="checkbox"/> No. <input type="checkbox"/> Yes, you have a balloon payment of \$ due in years on .
Total monthly amount owed including escrow account payments	<input type="checkbox"/> You do not have a monthly escrow payment for items, such as property taxes and homeowner's insurance. You must pay these items directly yourself. <input type="checkbox"/> You have an additional monthly escrow payment of \$ that results in a total initial monthly amount owed of \$ . This includes principal, interest, any mortgage insurance and any items checked below: <input type="checkbox"/> Property taxes <input type="checkbox"/> Homeowner's insurance <input type="checkbox"/> Flood insurance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Note: If you have any questions about the Settlement Charges and Loan Terms listed on this form, please contact your lender.







VOID     CORRECTED

FILER'S name, street address, city, state, ZIP code, and telephone no.		1 Date of closing	OMB No. 1545-0997  Form <b>1099-S</b>	<b>Proceeds From Real Estate Transactions</b>
		2 Gross proceeds  \$		
FILER'S Federal identification number	TRANSFEROR'S identification number	3 Address or legal description (including city, state, and ZIP code)		<b>Copy C For Filer</b>  For Privacy Act and Paperwork Reduction Act Notice, see the <b>General Instructions for Forms 1099, 1098, 5498 and W-2G.</b>
TRANSFEROR'S name  Street address (including apt. no.)  City, state, and ZIP code				
Account or escrow number (see instructions)				
		5 Buyer's part of real estate tax  \$		
Form <b>1099-S</b>		Department of the Treasury - Internal Revenue Service		

### SOLICITATION

NOTE: This form is specifically intended to satisfy the real estate reporting requirements imposed by §1521 (a) of the Tax Reform Act of 1986 which amends §6045 of the Internal Revenue Code.

**YOU ARE REQUIRED BY LAW TO PROVIDE THE CLOSING AGENT WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER. IF YOU DO NOT PROVIDE THE CLOSING AGENT WITH YOUR CORRECT TAXPAYER IDENTIFICATION NUMBER, YOU MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES IMPOSED BY LAW.**

CERTIFICATION - Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification number, and
- (2) I am providing my Taxpayer Identification Number (or Social Security number) in connection with a real estate transaction.
- (3) The undersigned, understands and acknowledges that the information on this form must be reported to the Internal Revenue Service as required by federal law, and further certifies said information is true and correct to the best of my knowledge and belief. I further acknowledge receipt of a copy of this form with the information filled in on the 1099-S at the top hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



