



70 Center St., Suite 401 B  
Portland, ME 04101  
Phone: 207.874.0500 Fax: 207.874.0505  
Email: smclaughlin@mclaughlintitle.com

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

Agent & Agency: \_\_\_\_\_

Property address: \_\_\_\_\_

\* Seller name & mailing address: \_\_\_\_\_

\* Seller telephone: \_\_\_\_\_

\* Seller email: \_\_\_\_\_

If the seller is NOT able to attend the closing, please provide information re. Power of Attorney. Our office needs to review documents prior to closing, and the original documents must be at closing.

Sale price: \$ \_\_\_\_\_ Earnest deposit: \$ \_\_\_\_\_

Will earnest deposit be brought to closing \_\_\_\_\_ OR deducted from commission \_\_\_\_\_

*Please note that earnest money checks must be made payable to  
C.H. McLaughlin Title Co, not to the buyer.*

Total commission \_\_\_\_\_ % Split: \_\_\_\_\_ % to Listing Broker, \_\_\_\_\_ % to Selling Broker

Is seller paying any points/ closing costs for buyer? \_\_\_\_\_ Please detail: \_\_\_\_\_

Home warranty? \_\_\_\_\_ Check payable to \_\_\_\_\_

Is McLaughlin Title to prepare the deed? \_\_\_\_\_

If not, please share our contact info and provide us with the name and phone number of attorney preparing the deed:  
\_\_\_\_\_

**Thank you very much for your help. Please feel free to call or email with any questions or concerns you may have. We look forward to facilitating the closing process for you and your clients.**