

Security Escrow and Settlement Company

500 SOUTH DUBUQUE STREET  
IOWA CITY, IOWA 52240

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.**