

**PROCEDURE FOR PREPARING ACRIS TAX FORMS PRIOR
TO CLOSING**

TITLE NO: _____

CLOSING DATE: _____

REQUESTED BY: _____

PHONE NO: _____

E-MAIL _____

INFORMATION REQUIRED TO PREPARE FORMS:

SELLER(S) NAME(S) _____

ADDRESS/ZIP CODE _____

SOCIAL SECURITY NO.(S) _____

PURCHASER(S) NAME(S) _____

ADDRESS/ZIP CODE _____

SOCIAL SECURITY NO.(S) _____

PURCHASE PRICE _____

PROPERTY TO BE INSURED _____

BLOCK & LOT (IF KNOWN) BLOCK _____ LOT(S) _____

PURCHASER(S) TAX BILL PAID BY: _____

TYPE OF DWELLING _____

DATE OF CONTRACT _____

NAMES AND ADDRESSES MUST MATCH THE DEED

PLEASE PROVIDE A COPY OF CONTRACT.

Charge is \$175.00