

# Real Estate Closing Costs Worksheet

Employee Information	
Name (first, middle initial, last):	
Authorization Number:	Date Service Agreement Signed:
Is the employee's name on the Title or do they hold Equitable Title Interest?	
Title	
Equitable Title Interest	Percent:

Residential Transaction Information	
Type of Residential Transaction:	Purchase                  Sale
Residential Sale Price:	
Residential Purchase Price:	Loan Amount (Purchase ONLY):
Reporting Date:	Extension Granted:                  Yes                  No                  Date:
Closing Date:	Initial Listing Date (Sale ONLY):
Complete Address of Residence:	
Number of Dwelling Units on Property:	

## Section A: Origination Charges

Charges	References	Sale	Purchase
Application Fee	Federal Housing Administration (FHA) or VA fees for the loan application 41 CFR 302-11.200(f)(1); CBCA 2945-RELO		
Document Prep (lender or mortgage broker)	41 CFR 302-11.200(d); GSBICA 15077- RELO (CBCA 3164-RELO)		
Mortgage Electronic Registration System (MERS) Registration Fee	41 CFR 302-11.200(f)(6) CBCA 3164- RELO		
Origination Fee	Cannot be reimbursed if called an Origination POINT. 41 CFR 302- 11.200(f)(2)		
Processing Fee	Generally, YES, if charged in lieu of - or in addition to - an Origination Fee up to an aggregate not to exceed 1%.) (41 CFR 302-11.200(f)(2), CBCA 3164-RELO).		
<b>Subtotal: Origination Charges</b>			
<b>Less Adjustment:</b>	Enter an adjustment, if the origination charges subtotal is higher than 1% of the loan amount, e.g., loan amount \$200,000; 1% is \$2,000. origination charges \$3,000. Enter an adjustment of -1,000.		
<b>TOTAL ORIGINATION CHARGES:</b>			

## Section B: General Charges

Charges	References	Sale	Purchase
Advertising	For sale of the residence at the employee's old official station. Ensure fees are not included in the broker's fee or the real estate agent's commission; 41 CFR 302-11.200(c).		
Appraisal	CFR 302- 11.200(b)		
Appraisal Desk Review	41 CFR 302- 11.200(b)		
Appraisal Field Review	41 CFR 302- 11.200(b)		
Automated Valuation	YES, if required by lender and charged in lieu of a standard appraisal.		
Broker's Fee or Real Estate Commission	41 CFR 302- 11.200(a)		
Credit Report	41 CFR 302-11.200(f)(3)		
Departure Residence Appraisal	YES, if required by lender underwriting; 41 CFR 302-11.200(f)(12).		
Flood Elevation Certificate	41 CFR 302.11(f)(12)		
Flood Zone Determination/ Certification	41 CFR 302.11.200(f)(12); GSBICA 14844- RELO		
Natural Hazard Report/Disclosure (NHD/PDR) - CA	41 CFR 302.11.200(f)(12)		
Property Condition Report	41 CFR 302- 11.200(b)		
City Tax Stamps Deed	41 CFR 302-11.200 (5)		
City Tax Stamps Mortgage	41 CFR 302-11.200 (5)		
County Tax Stamps Deed	41 CFR 302-11.200 (5)		
County Tax Stamps Mortgage	41 CFR 302-11.200 (5)		
State Tax Stamps Deed	41 CFR 302-11.200 (4)		
State Tax Stamps Mortgage	41 CFR 302-11.200 (4)		
<b>TOTAL GENERAL CHARGES</b>			

## Section C: Title and Other Charges

Charges	References	Sale	Purchase
Archive/Storage Fees/ Miscellaneous Title Administrative Fees	41 CFR 302.11.200(f)(12) 41 CFR 302-11.200(d)		
All Endorsements	41 CFR 302-11.200(d)		
Attorney Fees	YES, but not if borrower-elected for personal interest; borrower-elected attorney fees are usually not preceded by the word "Title" on the CD and will appear in "H-Other" section.		
Closing/Escrow (Settlement)	41 CFR 302-11.200(d)		
Closing Protection Letter (CPL)	41 CFR 302-11.200(f)(12)		
Courier (Overnight Mail)	YES, if not for personal convenience and not charged by the creditor. 41 CFR 302- 11.200(d); GSBICA 16763-RELO.		
E Document Delivery	41 CFR 302-11.200(d)		
Escrow Holdback Administration	41 CFR 302-11.200(d)		
Exam/Attorney's Opinion	41 CFR 302-11.200(d)		
Fax/Copies/Postage	41 CFR 302-11.200(d); GSBICA 16685-RELO		
IA Guaranty Lender	YES, if required - 41 CFR 302-11.200(f)(8)		
Insurance Binder	41 CFR 302-11.200(f)(8)		
Lender's Title Insurance	YES, if required - 41 CFR 302-11.200(f)(8)		
Notary	41 CFR 302-11.200(d)		
Notice of Settlement (NOS)	41 CFR 302-11.200(f)(12)		
Owner's Title Policy	41 CFR 302-11(f)(9)		
Property Specific Required Title Fees	41- CFR 302-11.200(d)		
Reconveyance	41 CFR 302-11.200(d)		
Recording Deed	41 CFR 302-11.200(d)		
Recording Mortgage	41 CFR 302-11.200(d)		
Recording Fee Other (e.g., state conservation fee, Power of Attorney fee)	41 CFR 302-11.200(d)		
Release Tracking	41 CFR 302-11.200(d)		
Sales Tax	41 CFR 302-11.200(f)(6)		
Sign Face-to-Face	41 CFR 302-11.200(d)		
State Specific Required Title Fees	41 CFR 302-11.200(d)		
Survey/Plat Drawing	YES, if required; otherwise NO if borrower elected - 41 CFR 302- 11.200(d); GSBICA 15613-RELO; CBCA 52-RELO		
Tax Certificate	41 CFR 302-11.200(d)		
Search	41 CFR 302-11.200(d)		
Update Title/Abstract	41 CFR 302-11.200(d); GSBICA 16421-RELO		
Wire Transfer	41 CFR 302-11.200(d)		
Transfer Tax	41 CFR 302-11.200 (4)		

<b>Charges</b>	<b>References</b>	<b>Sale</b>	<b>Purchase</b>
Other Service Fees required by a lending institution, state, or local law as a precondition of a sale.			
<b>TOTAL TITLE &amp; OTHER CHARGES</b>			

### Summary

<b>A. Total Origination Charges</b>			
<b>B. Total General Charges</b>			
<b>C. Total Title and Other Charges</b>			
<b>D. Total Requested Reimbursable Charges</b>	Sum of A – C.		
<b>E. Maximum Reimbursable Allowed – SALE</b>			
<b>F. Maximum Reimbursable Allowed - PURCHASE</b>			
<b>G. Less Adjustment</b>	If the total REQUESTED reimbursable charges (D) are greater than the maximum allowable amount (E or F), enter an adjustment, e.g., -500.		
<b>GRAND TOTAL: REIMBURSABLE CHARGES</b>	Calculated as D minus F (or G). Enter this amount in the relocation system. If the employee holds an equitable title interest, enter their pro rata share ONLY in the relocation system using the percent in the “Employee Information” section.		

**NOTE FOR INSPECTIONS:** Expenses in connection with environmental testing and property inspections are reimbursable only when required by Federal, State, local law; or by the lender as a precondition to the purchase. (41 CFR 302-11.200(f)(11). Additionally, the purchaser must prove that, in the locality of the residential transaction, these fees and their amounts are customarily paid by the purchaser. (GSBCA 15645-RELO).

# Instructions

Agencies must complete a separate worksheet for each transaction type, i.e., one for a sale and one for a purchase, when an employee:

- Has an approved authorization to transfer from an old to a new official station.
- Has incurred expenses for the sale of a residence at the employee's old official station, and/or the purchase of a residence at the new official station.

## PURPOSE OF THIS WORKSHEET

This worksheet assists agencies in determining reimbursable expenses associated with a residential sale versus purchase by use of:

- Shaded fields which show that an expense is not allowable for the type of residential expenses incurred, e.g., An application fee is not reimbursable for a residential sale.
- "Reference" or "Summary" fields which note the federal regulations or other authorities under which an expense is determined to be reimbursable or not: Code of Federal Regulations (CFR), General Service Administration Board of Contract Appeals (GSCBA), or Civilian Board of Contract Appeals (CBCA).
- Auto-populated fields which calculate amounts.

## COMPLETING THIS WORKSHEET

### EMPLOYEE INFORMATION

Enter the following information:

- Employee's Name
- Authorization Number
- Date Service Agreement Signed
- Employee Name on Title or Equitable Title Interest: Select whether the employee's name is on the title, or if the employee holds equitable title interest.
  - Name on Title - may be solely in the employee's name, in the name of one or more immediate family members, or jointly in all names.
  - Hold Equitable Title Interest – Generally, this is associated with a person's financial interest in a residence with family or non-family members. The most common example is property transferred to beneficiaries through a trust. In this situation, the employee may only claim a pro rata share of the reimbursement. Refer to 41 CFR 302-11.105 for supporting documentation requirements.
  - Percent: Enter the employee's pro rata share, e.g., .05 for 5%. Usually, the employee's share is written in the trust instructions or prorated based on the number of people also holding equitable title interest.

### RESIDENTIAL TRANSACTION INFORMATION

Enter the following information:

- Type of Residential Transaction: Sale or Purchase
- Residential Sale Price (Sale ONLY)
- Residential Purchase Price and Loan Amount Purchase ONLY)
- Reporting Date
- Extension Granted and Date: Select *Yes* or *No*. If *Yes*, enter the extension date. Please note the following:
  - Relocation authorizations are active for 1 year from the employee's report date.
  - If an employee needs more time to purchase or sell a home, the employee must submit a written request to the agency no later than 1 month after the initial year.

- The agency may grant an extension for up to 1 additional year from the employee’s report date and, if granted, must note the approval in the relocation system (See 41 CFR 302-11.21 through 4 302-11.23).
- If the agency did not grant the extension within regulation guidelines, the employee cannot receive reimbursements associated with a home transaction occurring after 1 year from the report date.
- Closing Date
- Initial Listing Date (Sale ONLY)
- Complete Address of Residence
- Number of Dwelling Units on Property

**SECTION A. ORIGATION CHARGES**

- Enter amounts charged for a purchase. Origination charges are applicable ONLY for a purchase.
- The **Origination Charges Subtotal** and **Total Origination Charges** fields will calculate automatically.
- The **Total Origination Charges** cannot exceed 1% of the loan. If the **Total Origination Charges** exceed 1%, enter the difference in the **Less Adjustment** field. If an adjustment is entered, the amount will be deducted, and the **Total Origination Charges** recalculates automatically. This amount is displayed in the **Summary** section.

**SECTION B. GENERAL CHARGES**

- Enter amounts charged for a sale or purchase.
- The **Total General Charges** calculates automatically and displayed in the **Summary** section.

**SECTION C. TITLE AND OTHER CHARGES**

- Enter amounts charged for a sale or purchase.
- The **Total Title and Other Charges** calculates automatically and displayed in the **Summary** section.

**SUMMARY**

- This section displays the TOTAL of the **Origination Charges**, **General Charges**, and **Title and Other Charges** for a residential sale or purchase.
- The **Total Requested Reimbursable Charges** field calculates automatically.
- The **Maximum Reimbursable Allowed** fields calculate automatically based on whether the residential transaction is a sale or purchase, i.e., 10% for a residential sale and 5% for a residential purchase (Refer to 41 CFR 302-11.300).
- If the **Total Requested Reimbursable Charges** is higher than the **Maximum Reimbursable Allowed**, enter the difference in the **Less Adjustment** field. If an adjustment is entered, the amount will be deducted, and the **Grand Total Reimbursable Charges** will be recalculated (see example below):

Total Requested Reimbursable Charges	Sum of A – C.	2,000.00	
Maximum Reimbursable Allowed – SALE	10%	1,850.00	
Maximum Reimbursable Allowed - PURCHASE	5%		
Less Adjustment		-150.00	
Grand Total Reimbursable Charges	Calculated as D minus F.	1,850.00	

Enter the **Grand Total Reimbursable Charges** in the relocation system. If the employee holds equitable title interest, enter their pro rata share ONLY in the relocation system using the percentage in the **Employee Information** section.