

Buyer's Checklist

PRIOR TO CLOSING:

- Provide a fully executed contract to the title company with the earnest money check, payable to the title company.
- Provide a copy of the contract, receipted by the title company, to the mortgage company providing your loan.
- Call your loan officer to make formal loan application.
- If doing inspections of the home, schedule the appointment with the inspector and seller ASAP. Any bills to be paid at closing, must be provided to the title company prior to closing,

REQUIRED AT CLOSING:

- Bring a valid driver's license, passport, or other government-issued pictured identification to closing.
- A cashier's check payable to the title company for payment of closing funds. The title company can accept a personal check if the closing funds are less than \$1,500.00. Funds can also be wired.
- Bring any document requirements that your lender has requested you to produce at the closing table.

AVOID CLOSING DELAYS:

- If you want to review your loan documents prior to closing, please notify your lender and the title company so documents can be sent in advance.
- If you will not be present at closing and intend to use Power of Attorney, the following must occur:
A. The title company and lender must approve the POA prior to closing. B. The original POA must be delivered to the title company before/at closing for recording with the County Clerk's Office.

AFTER CLOSING:

- The Owner's Title Policy will be mailed to you within one month of closing, along with the recorded Warranty Deed. Both documents should be kept in a safe place.
- If you have not received a coupon book or payment instructions, call your lender to assist you.
- File any property exemptions through the appraisal district between January 1st and April 30th. This is a free service.

Seller's Checklist

PRIOR TO CLOSING:

- Provide the title company with current loan information so that a payoff statement can be ordered from your lender. If your property is subject to a Mandatory Homeowners Association, provide the name and phone number of the association.
- Provide documentation of any change in marital status (divorce, marriage, death) during current ownership.
- If you not be present at closing and want to use a Power of Attorney, it must be approved by the title company, The original POA must be delivered to the title company before/at closing for recording with the County Clerk's Office.

REQUIRED AT CLOSING:

Bring these with you:

- Valid driver's license, passport, or other government-issued picture identification.
- Social Security Number and/or Tax Payer Identification Number
- House Keys, garage door openers, warranties/manuals for appliances (heating, ac, stove, etc.) to transfer to the buyer

AVOID CLOSING DELAYS:

- Title insurers require single owners who have married during the course of ownership of the property, to have the spouse join in signing the documents at closing so he/she would need to be present at closing.

AFTER CLOSING:

- Cancel your homeowner's insurance, if you are moving from the property after closing and funding. If you are remaining at the property after closing, you should notify your agent of this change.
- Your lender will refund all monies left in your escrow account approximately 30 days after payoff funds are received. The lender will mail you the original Note marked "paid." They may also include a release of Lien document, which must be recorded with the County Clerk's office to remove the lien of record.
- Your closing statement serves as a Substitute Form 1099 for tax purposes.