

Closing Checklist

If you are about to close on your house whether you are buying or selling, congratulations! However, the deal is not done yet, so stay on your toes and learn what is expected to come when closing on a home.

For Buyer

Lender/Broker name and phone number

If property is to be homesteaded, both husband and wife needs to attend closing

If there are two buyers and both are single, will they take title as Joint Tenants with Rights of Survivorship **OR** as Tenants in Common

Will this transaction be a mail away to any of the buyers Provide mailing address if buyer does not intend to occupy property as homestead

Homeowner's Insurance/ Invoice and Flood Insurance if applicable, with Invoice WDO/Termite Inspection Report and Invoice

Repair invoices, if any, to be paid at the time of closing

If a Power of Attorney is to be used by any party; both Title Company and the lender **MUST** approve it

Provide **COMPLETE**, correctly spelled names of all buyers and marital status

For Seller

Provide **COMPLETE**, correctly spelled names of all sellers, marital status and Social Security numbers

If property is homestead of sellers **BOTH** husband and wife must attend closing

Forwarding address for seller

Will this transaction be a mail away to any of the sellers

Copy of existing survey

Copy of prior Owner's Policy of Title Insurance

Loan numbers, name of lender and phone numbers for ALL outstanding mortgages, 2nd mortgages and lines of credit to be paid off at closing

Name and contact for any active Homeowner's Association

Repair invoices to be paid at the time of closing

If a Power of Attorney is to be used for any party, it **MUST** be approved by Title Company

At Closing

All parties to bring **TWO** forms of identification. One from **MUST** include a photo and signature (i.e., drivers license, passport)

Funds needed for closing can be wired (for which a fee will be charged) or can be in the form of a **CASHIERS CHECK** payable to Title Company

Do any of the parties have special needs (i.e. translator, wheelchair access, etc)