

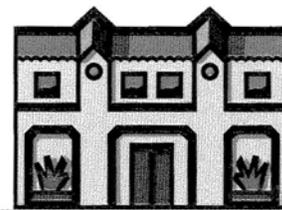
Closing Deals Without the Stress



We have provided a small checklist to help you organize the information needed for your closing. As always, if you have any questions, please contact your title agent.

Realtor's Checklist

- o Use a correct and complete legal description in the contract of sale.
- o If there is an attorney involved, include the attorney's name and address in the contract of sale.
- o Provide title agent with fully signed, legible, dated copy of the contract that includes full names of seller and buyer with marital status and mailing addresses and phone numbers.
- o Give title agent copies of all addenda to contract and any prior survey from seller for agent *review*.
- o Provide title agent a commission breakdown with the contract of sale. Include any transaction fee and any disbursement requirements on commissions.
- o Provide the title agent with all invoices pertaining to the closing prior to closing.
- o Ask seller if there are outstanding liens on the property and obtain loan number, service company's name, phone numbers, and the address where payments are sent.
- o Let the title agent know the new lender's name, the loan officer's name, address and telephone number.
- o Be sure insurance is purchased ahead of closing for buyer's lender review.
- o Provide name of any home warranty company to agent ahead of closing.
- o Advise both buyer and seller to bring a current driver's license with correct address and name to the closing for notary purposes.
- o Contact the closer at the title agent to schedule a date and a time for closing.
- o Let the buyer know that a cashier's check, payable to the title agent, is needed for payment of money owed and closing costs.



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