

## REAL ESTATE CLOSING CHECKLIST

# CLOSING CHECKLIST



### FROM 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

### FROM 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 )