

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)