

# For the Buyer: Checklist for Closing

## Before Closing Process

**It is most helpful if the following information is handled when the Contract for Sale is delivered, or shortly thereafter.**

- Provide earnest money check and a COMPLETED contract of sale to the title company. Verify to make sure all contact information is provided and accurate (phone, email, current address or preferred mailing address).
- Provide the mortgage broker and/or lender's information for all loans. You may need to provide a copy of the contract of sale, receipted by the title company, to the mortgage company making your loan.
- Arrange through your loan officer a formal loan application.
- Schedule an appointment with an inspector as soon as possible. Seller should be informed. A termite inspection may be required by the lender.
- Contact an insurance company to obtain homeowner's insurance. This information should be sent to the title company at least one week prior to closing.
- Provide to the title company any bills to be paid at closing prior to closing.
- Notify your Escrow Officer if you will not be in town on the closing date as you will need to follow special procedures.
  - Using a Power of Attorney (POA) if you will not be at the actual closing:**
    - The POA must be approved by the title company PRIOR to closing.
    - You will be contacted by the title company the DAY of closing to verify that you are alive and well and have not revoked the POA.
    - The original is required by the title company for recording.
- Provided the Mortgage company's closing instructions to the title company to prepare the Closing Disclosure/Settlement Statement. The title company cannot give you the final closing figure prior to receiving these instructions. The complete closing package from the lender must be in the hands of the title company 24 hours prior to closing in order to meet the closing date deadline on the contract.

## Required at the Closing Process

**Please bring the following items with you to closing.**

- A cashier's check or bank wire (we do not accept money orders) made payable to the title company is required for closing funds over \$1,499.99.
- The complete closing package from the lender.
- Please remember to bring your spouses. The lender might require their signatures on a few documents, even if not on the Note.
- Bring any document requirements that your lender has requested you to produce at the closing table.

## After Closing

- The following will be sent to you after closing please safely store all of these documents for future reference:
  - The original recorded Warranty Deed that transferred title of the property will be sent to you by the Title Company along with the owner's title policy within 1 month after closing.
  - The Owner's Title Policy of Title Insurance will be mailed to you approximately 1 month after closing.
- Taxes:
  - Contact the County Appraisal District for assistance in making certain that the property is rendered in the current taxpayer's name for the upcoming tax Year.
  - Homestead Exemption: Make certain to file for your homestead designation with the county appraisal district. Contact your County Appraisal District if you have questions about your homestead exemption for property tax purposes, or any other exceptions which may be available to you. The forms necessary to apply for exemptions are available at no cost from your appraisal district. You may file for property exemptions anytime between January 1st and April 30th.
- Residential Service Contract ("Home Warranty"): Contact the residential service contract company directly if you received a Residential Service Contract in connection with this closing and wish to add additional coverage.

# Moving: Checklist

## Remember to do the following:

- Empty & defrost freezer/refrigerator, plan use of food, place charcoal to dispel odors.
- Arrange to have utility disconnected at current home and connected at your new home.
- Pack strategically: label boxes with name of the room they go to, load items you need first, last for quick access upon arrival.
- Select & schedule movers & check the following: insurance coverage, packing & unpacking labor, arrival day, various shipping papers, method & time of expected payment, or reserve a truck if you're moving yourself.
- Make arrangements for children, infants and pets for day of move.
- Carry money, jewelry & important documents with you.
- Double check closets, drawers, shelves & attic - make sure they are empty.
- Leave all keys & garage door openers with your REALTOR.
- Arrange for refunds of any deposits & services.
- Contact insurance agent about your coverage of homes & movers.
- Start a file for your moving papers.
- Transfer bank funds, arrange check cashing in new city.
- New location insurance coverage: life, health, fire, auto
- Automobile: transfer car title registration, driver's license
- Utility Companies: gas, electric, water, phone, cable
- School records: ask for copies or transfer children's records
- Pets: make sure all vaccinations are up to date, tags
- Home delivery: laundry, paper boy, change-over services
- Health: medical, dental, prescription histories. Ask doctors & dentist for referrals, transfer records & needed prescriptions, x-rays, etc.

## Change of Address needs to be sent to:

- Post Office: give forwarding address
- Bank accounts, credit cards, IRS
- Magazine subscriptions/cancel newspaper delivery
- Friends & relatives