

Closing Checklist



ONCE CONTRACT IS FULLY EXECUTED:

- Provide a fully executed contract of sale to the title company with the earnest money check.
- Provide a copy of the contract of sale, receipted by the title company, to the mortgage company making your loan.
- Call your loan officer and arrange to make formal loan applications.
- If doing inspections of the home, schedule the appointment with the inspector and seller as soon as possible. A termite inspection may be required by the lender. Any bills to be paid at closing must be provided to the title company prior to closing.
- Coordinate with your lender and obtain homeowner's insurance. Supply info to the title company at least one week prior to closing.

REQUIRED AT CLOSING:

- Bring with you two valid forms of ID (driver's license, passport, or other government-issued picture identification).
- Send a wire transfer for payment of funds at the time of closing. The title company must have your mortgage company's closing instructions to prepare the final closing figure. 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.
- Bring any document requirements that your lender has requested you to produce at the closing table.

AVOID CLOSING DELAYS:

- If you want to review your loan documents prior to the closing, please request that your mortgage company provide the documents to the title company at least one day prior to closing so copies can be provided for your review.
- If you will not be present at closing to sign documents and intend to use a Power of Attorney, the following must occur:
 - a) The title company must approve the POA prior to closing.
 - b) The original POA must be delivered to the title company before closing for recording with the County Clerk's Office.

AFTER CLOSING:

- The recorded Warranty Deed that transferred title of the property to you will be emailed to you once the County Clerk's Office has recorded it. Store this document for safe keeping for future reference. When the deed is recorded with the County Clerk's Office, your title becomes public record.
- The Owner's Title Policy of the Title Insurance will be emailed to you approximately two weeks after closing. This document should also be stored for safe keeping.
- If you have not received the coupon book or other instructions about making your monthly mortgage payment, call your lender.
- Make certain to file your homestead with the county property appraisers office. You may file for property exemptions any time prior to April 30th.
- If your property taxes are being escrowed by your mortgage company, forward any original tax notices you may receive in the mail to your lender so that the taxes are paid in a timely matter.

It is the taxpayer's responsibility to be certain that the property is rendered in the taxpayer's name for the upcoming tax year. Contact the county appraisers for assistance in making certain this is done.