



EXPERIENCE MATTERS

CLOSING CHECKLIST

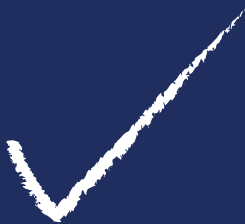
EARNEST MONEY CONTRACT

Thank you for closing with Texan Title. We appreciate the opportunity to work with you. Your assistance with the following checklist will help ensure a successful closing. Please let us know if there is anything we can do for you. We look forward to working together.

- ☐ Earnest money check is payable to “Texan Title” and attached.
- ☐ Option Fee has been delivered to the seller or seller’s agent and seller has acknowledged on the contract that it has been received.
- ☐ Legal description is complete and correct.
- ☐ All parties have signed, initialed any changes, and completed all dates.
- ☐ All names are shown completely and with correct spelling.
- ☐ All contact information (names, addresses, phone numbers and emails) is complete for all parties.
- ☐ All exhibits and addendums are attached, including the Seller’s Disclosure.
- ☐ The Effective Date of the contract is complete and correct. The Effective Date of the contract is the date to begin the closing process. Therefore, it is important that it is completed prior to the delivery of the contract.



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ITEMS NEEDED PRIOR TO CLOSING

- ☐ Survey: As required by the contract, if we are using the seller's existing survey, it must be furnished along with the T-47 affidavit immediately after the contract is executed so that we may review and approve it. Texan Title must have written instructions to order a new survey.
- ☐ Buyer's Lender: Provide lender name, contact person, and phone number.
- ☐ Pay off Information: Provide seller's existing loan number, social security number, phone number, email address, and contact person so Texan Title may request the payoff.
- ☐ Seller's Information Sheet: Completed, signed, and returned to Texan Title.
- ☐ Marital Status: Provide seller's marital status from the time of acquisition of the property to the closing. If single at time of acquisition, but currently married, spouse must join in on all closing documents from the contract through the final deed.
- ☐ Commission: If the % is not stated on the contract, please advise.
- ☐ Termite Report: Deliver the original report and invoice to your escrow officer and let us know if it has been paid. This information must show on the closing statement.
- ☐ Home Warranty: Notify your escrow officer of the options selected, the amount, and the name of the company. An invoice and the application must be at closing.
- ☐ HOA Information: Request HOA information to meet contract deadlines. Please provide name and number of manager. Texan Title can order there sale certificate if requested.
- ☐ Hazard Insurance: Buyer needs to arrange for insurance coverage and have the agent contact the escrow officer and buyer's lender with details of coverage for lender requirements.
- ☐ Repairs: If the lender approves the repairs being paid at closing, deliver original invoice to your escrow officer. Most lenders will not allow an escrow for repairs nor allow a credit to the buyer for the repair allowance. Repairs may need to be handled prior to closing.
- ☐ Good Funds: Wired funds or a cashier's check payable to Texan Title for all amounts over \$1,500.00 are required at closing. The total amount due should be available prior to closing based on our receipt of the loan documents from the lender. Please contact your escrow officer for wiring instructions.
- ☐ Power of Attorney: If a power of attorney is to be used at closing, Texan Title and the lender must review and approve prior to closing. Your escrow officer must be able to contact the principal of the power of attorney on the day of closing. We can provide the form if necessary and will require the signed original at closing.
- ☐ Special Circumstances: Please notify your escrow officer of any special circumstances (out of town signers, a closing linked to another closing, language barriers, divorce, estate, trusts or guardians) so that Texan Title can respond accordingly.
- ☐ Entity as Party: If seller or buyer is a trust entity, submit a copy of the trust agreement and signed verification of trustee. If seller or buyer is a corporation, partnership or other entity, submit the applicable formation documents (i.e.: articles of incorporation, bylaws, corporate resolutions, partnership certificate, etc.)

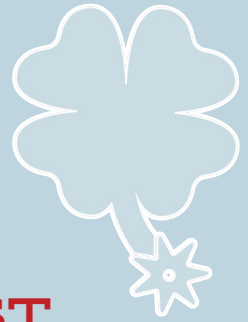
Please review the closing disclosure with your clients upon receipt. If something on the closing disclosure does not match your understanding of the transaction, notify your escrow officer immediately. Your escrow officer may not have all the necessary information.



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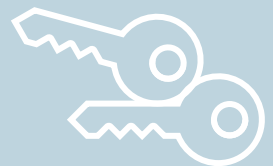
BUYER'S CLOSING CHECKLIST

- ☐ One form of photo identification for all parties
- ☐ Spelling of your client's name(s)
- ☐ Property address
- ☐ Name and contact information of lender, if any
- ☐ Sales price
- ☐ Credit for earnest money and option fees
- ☐ Loan amount, if any
- ☐ Credit for property tax paid by seller
- ☐ Cash due at closing
- ☐ Escrow for taxes/insurance/PMI/MIP
- ☐ Home warranty, if any
- ☐ Cashier's check or wire sent payable to "**Texan Title**" for funds due at settlement.



SELLER'S CLOSING CHECKLIST

- ☐ One form of photo identification for all parties
- ☐ Spelling of your client's name(s)
- ☐ Property address
- ☐ Sales price
- ☐ Existing loan payoff(s), if any
- ☐ Property tax paid by seller
- ☐ Cash due to/from seller at closing
- ☐ Commission %
- ☐ Keys
- ☐ Leave appliance information for new homeowner



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