



## Checklist for a successful closing

**Avoid problems at your closing by using this simple checklist.**

- Fill out your closing control sheet.
- Provide payoff information from the seller.
- Provide Social Security numbers to eliminate additional requirements. This often is necessary when ordering payoffs.
- Is there a homeowners' association? If so, please provide its name and number. Is there a sub-association?
- Is there an estate/trust? Is there an attorney?
- Have one of the sellers passed away? Were they in title as joint tenants or tenants in common?
- Provide all amend/extends and counterproposals.
- Provide the inspection resolution. Are there any items to be credited or escrows to be held?
- Is this going to be a mail out to the buyer or seller?
- Commission Disbursement: are you holding, withholding or bringing earnest money to closing?
- Power of attorney? Let us know.
- Is this a §1031 exchange and, if so, what is the name of the company?



**Contact us for more information on the escrow process, and to learn more about our company.**