

Prior to Closing:

- _____ Provide a fully executed contract of sale to the title company with the earnest money check.
- _____ Provide a copy of the contract of sale, received by the title company, to the mortgage company making your loan.
- _____ Call your loan officer and arrange to make formal loan application.
- _____ 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.
- _____ Contact an insurance company to obtain homeowner's insurance. Supply information to the title company **at least one week prior** to closing.

Required at Closing:

- _____ Bring with you a valid driver's license, passport, or other government-issued picture identification.
- _____ A cashier's check made payable to the title company is required for payment of funds at the time of closing. The title company must have your mortgage company's closing instructions to prepare the Settlement Statement (HUD-1) and **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 in the contract.**
- _____ Bring any document requirements that your lender has requested you to produce at the closing table.

Avoiding Closing Delays

- _____ If you want to review your loan documents prior to closing, **please request that your mortgage company provide the documents to the title company at least two days prior to closing** so copies can be provided for your review.
- _____ If you **will not be** present at closing to sign the 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.
 - c.) We must make contact with you via telephone on the day of closing to be certain you are alive and well and have not revoked the POA.

After Closing:

- _____ The original recorded Warranty Deed that transferred title of the property to you will be sent to you by the County Clerk's Office approximately 4 to 6 weeks after closing. 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 Title Insurance will be mailed to you approximately 4 to 6 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 to assist you.
- _____ Make certain to file your homestead with the county appraisal district. You may file for property exemptions anytime between January 1st and April 30th.
- _____ If your property taxes are being escrowed by your mortgage company, forward any original tax notices you many receive in the mail to your lender so that the taxes are paid in a timely manner.
- _____ 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 appraisal district for assistance in making certain this is done.