

Seller's Checklist

PRIOR TO CLOSING:

- Provide title company with current loan information, so a payoff statement can be ordered from your lender. Your Social Security number will be required in order for the lender to provide your payoff to us.
- Complete a Confidential Information Statement if you have a common surname. Provide documentation of any change in marital status (divorce, marriage, death) during current ownership. If the property is inherited we will need a copy of the probated will.
- Have your Power of Attorney approved prior to closing in the event you will not be present to sign documents.

REQUIRED AT CLOSING:

- Driver's license
- Social Security number
- Bring extra house keys, garage door openers, warranties or operational manuals for appliances (heating, AC, stove, etc.)

AVOIDING CLOSING DELAYS:

- Lenders and title insurers require single owners who have married to have their spouse join in the signing of a deed at closing.
- The Confidential Information Statement will help clarify identity of the actual person or persons with Abstracts of Judgment on Schedule C of the commitment.
- Cancel your homeowner's insurance if you are moving from the property at closing. If you are remaining at the property after closing, you should notify your agent of this change.

AFTER CLOSING:

- Your lender will refund all monies left in your escrow/impound account. Your lender will mail a package containing your original Promissory Note marked "PAID" and other loan file documents. Retain these for future reference.
- Your closing statement serves as a Substitute Form 1099 in the eyes of the Internal Revenue Service.



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