

# Checklist for a SMOOTH CLOSING



First American Title wants to make your real estate transaction as smooth as possible.

## Help us work together as a team to put the pieces together for an effortless closing:

- Email, fax or deliver the contract and all addenda to First American Title as soon as possible.
- Provide First American Title with the real estate license numbers for both you and your broker.
- Provide First American Title with accurate phone numbers and mailing addresses for your clients (especially on investment properties).
- Advise First American Title in advance if your client has any special needs (physical limitations, time constraints, location constraints, special life circumstances, power of attorney, etc.).
- Encourage your clients to respond to any requests for information from First American Title. A lack of requested information such as new lender, loan payoff information and insurance agent can cause delays.
- When performing a split closing, provide the other title company information to First American Title as soon as possible. First American Title will coordinate with the other company to ensure a smooth transaction.
- Let us know if your client has travel plans, may be otherwise unavailable on the anticipated closing date, or if a courtesy signing may be necessary at another of our offices.
- Advise First American Title in advance if your client will be using a Power of Attorney. Powers of Attorney must be approved in advance by the title company (and the lender if a buyer intends to use a Power of Attorney).
- Review the title commitment/preliminary report when you receive it. If something seems out of the ordinary, call your escrow officer.
- Keep the lender in the loop. Just as with escrow, make sure the lender has received all addenda and invoices.
- Email, fax or deliver invoices for repairs (supplies and/or labor), commission, or any other items to First American Title as soon as possible. Make a note as to who is responsible for paying the bill.
- Encourage buyers to respond promptly to lender requests for information and documentation.
- Ensure all invoices, addenda and other important information is delivered to the lender and escrow officer at least two weeks prior to your anticipated closing date. This will allow them to coordinate on the preparation of the Closing Disclosure.
- Two weeks before close of escrow, verify the lender has everything needed to prepare the Closing Disclosure.
- Review the estimated settlement statement when you receive it. If something does not match your understanding of the transaction, call your escrow officer.
- Notify your client that all funds owed at closing will need to be in the form of a cashier's check or wire transfer.
- Encourage your client to remain focused and attentive during signing and limit distractions. If parents are bringing their children to the signing remind them to bring a book, toy, or activity for them.
- Remind your client that real estate transactions are complicated and may take longer than anticipated. Patience is vital to a smooth transaction.

Every closing and title company is unique. If you have closing questions or concerns please contact your escrow officer.

For more information please contact your First American representative.

[www.ThinkFirstAmerican.com](http://www.ThinkFirstAmerican.com)



*First American Title*<sup>TM</sup>