



7 Steps To A Smooth Closing For the Seller

1. Existing Lien Holders

As soon as possible, please provide your closing officer with the name of your existing lien holder(s), along with their address and phone number. We will also need the loan numbers.

2. Homeowners' Association

We need contact information for the management company as early in the transaction as possible. Delivery of homeowners' association documentation is often time sensitive.

3. Existing Survey

If the buyers and sellers have agreed to use an existing survey at closing, Stewart Title must review the survey prior to closing and receive verification from the sellers that no improvements have been made since the date of the survey.

4. Social Security Numbers

We will need the Social Security number of all the property owners for tax reporting, and because the lender may require Social Security numbers for payoff information.

5. Identification

Don't forget to bring your driver's license or other U.S. issued form of official picture ID to closing.

6. Wiring Information

Upon funding of the transaction, we will be glad to wire your proceeds into your account. Please provide us with your bank account information if you choose to have your funds wired.

7. Reimbursements

All bills for inspections, repairs or other items to be paid at closing must be provided to us prior to closing.

AVOID COMMON CLOSING DELAYS:

- ▶ If you will not be present at closing to sign documents and intend to use a power of attorney, you must provide the original power of attorney to your closing officer prior to closing for approval and recording of the document. (The lender will also need to approve the power of attorney.) On the day of closing, we will need to contact you and verify that you have not revoked the power of attorney.
- ▶ If you are unable to attend the closing and will sign the papers by overnight mail, please provide Stewart Title with the forwarding address, including ZIP code. Also, please provide us with a contact number in case we need to reach you. You will need to sign the papers in front of a notary. We will provide you with a return overnight mail packet. Please send the signed and notarized closing papers back to us the same day you receive them.