

48 HOURS PRIOR TO CLOSING

PROVIDED BY COMMUNITY TITLE



CHECKLIST

- Verified with **BUYER/SELLER** Date, Time, Place for closing. Informed them that you will/will not be at the closing. Discussed with them potential delays such as delivery of legal documents by lender?
- Verified with **BUYER/SELLER** that they understand what "GOOD FUNDS" are and have made arrangements with Community Title for transfer of funds at closing? Remind them that a check drawn on a mutual fund company is not "good funds"?
- Reminded **BUYER/SELLER** of who must attend the closing and that all parties bring a driver's license (proof of ID) to the closing?
- Discussed with **BUYER/SELLER** the potential for a delay in funding and that the closing is not necessarily completed at the time the documents are executed?
- Verified with my **BROKER** that the commission breakdown is correct and faxed to Community Title?
- Verified with **LENDER/BORROWER** that underwriting requirements have been fulfilled and if not, what items must be delivered to Community Title at closing?
- Verified with **LENDER** that loan documents be delivered on time for scheduled closing?
- Provided to **COMMUNITY TITLE** the original Power of Attorney (if necessary)?
- Provided to **COMMUNITY TITLE** the name of home warranty company to be used?
- Notified **COMMUNITY TITLE** if there is a temporary lease agreement and rents to be collected at closing, if not part of original contract?
- Provided to **COMMUNITY TITLE** all repair invoices and evidence of completion?
- Discussed with **COMMUNITY TITLE** the delivery of proceeds requirements for seller?
- Verified **WHO** has the keys/openers & when they will be provided to buyer?



<http://www.communitytitle.com>