

This checklist summarizes important information about the closing process, including what occurs during each stage and actions that will help facilitate a smooth transaction.

## KEY INFORMATION

Property Address: _____	Escrow Officer's Name: _____
Client Name(s): _____	Email Address: _____
Email Address: _____	Phone Number: _____
Phone Number: _____	

## PRIOR TO CLOSING

- Open title request as soon as possible to avoid potential delays.
- Schedule a closing appointment as soon as possible, especially for a closing to occur at the end of the month.  
Date of Closing: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Time of Closing: \_\_\_\_\_  
Closing Location: \_\_\_\_\_
- Notify clients that a copy of the Closing Disclosure (CD) will be provided by the lender, at least three business days before closing of the loan.
- Inform buyer(s) that they must bring certified funds or a cashier's check to the closing, or arrange to wire funds to Old Republic Title®.
- If title is held or to be held individually, make married buyer(s) and/or seller(s) aware that spouses must attend closing unless prior arrangements have been made with the escrow officer shown above.
- Inform buyer(s) that keys will not be provided until the lender grants funding approval.
- Inform seller(s) that funds will not be provided until the lender grants funding approval.

## ITEMS TO BRING TO CLOSING

### Buyers

- Valid, government-issued photo identification (both spouses).
- Good funds in the form of a certified check, cashier's check or arrange to wire funds to Old Republic Title.
- Other \_\_\_\_\_

## ITEMS TO BRING TO CLOSING

### Sellers

- Valid, government-issued photo identification (both spouses).
- All keys and garage door openers to the property.
- All repair receipts, if applicable.
- Lease-back check payable to buyer(s), if applicable.
- Wiring instructions, if applicable, including bank name, ABA number, name on the account and account number.
- Other \_\_\_\_\_

### Real Estate Agent

- Wiring instructions, if applicable, including bank name, ABA number, name on the account and account number.
- Other \_\_\_\_\_

## AT CLOSING

- The final versions of the CD and all final documentation are executed by buyer(s) and seller(s).
- A certified check, cashier's check or wired funds are provided to the escrow officer.
- Copies of all executed documents are provided to buyer(s) and seller(s).

## AFTER CLOSING

- Funding conditions are faxed to the lender.
- Funding approval is provided by the lender.
- Agent(s), buyer(s) and seller(s) are contacted to collect keys, garage door openers and funds from Old Republic Title.
- Funds are distributed in accordance with the CD.