



Checklist for a Successful Closing

Avoid problems at your closing by using this simple checklist:

- 1. Provide payoff information from the seller.**
- 2. Provide Social Security numbers to eliminate additional requirements.
*This often is necessary when ordering payoffs.***
- 3. Is there a Homeowner's Association? If so, please provide the name and number.**
- 4. Is there an Estate/Trust? Is there an attorney?**
- 5. Have one of the sellers passed away? Were they in title as Joint Tenants or Tenants in Common?**
- 6. Provide all Amend/Extends and Counterproposals.**
- 7. Provide the Inspection Resolution. Are there any items to be credited or escrows to be held?**
- 8. Is this going to be a mail-out to the Buyer or Seller?**
- 9. Commission Disbursement: are you holding, withholding, or bringing earnest money to closing?**
- 10. Power of Attorney? Let us know.**
- 11. Provide a signed seller's authorization to order payoffs.**



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