

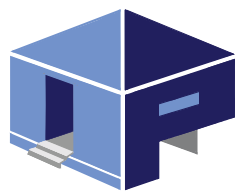


# Ensure a Smooth Closing



*Use this checklist 48 hours prior to the closing to ensure a timely and thorough closing experience.*

- \_\_\_ Verify with Buyer/Seller the Date, Time, and Place for closing. Discuss with them potential delays such as delivery of legal documents by lender.
- \_\_\_ Verify with Buyer/Seller that they understand what "Good Funds" are and have them make arrangements with the title company for transfer of funds at closing. Remind them that a check drawn on a mutual fund company is NOT "Good Funds".
- \_\_\_ Remind the Buyer/Seller of who MUST attend the closing and that all parties must bring two forms of ID to the closing.
- \_\_\_ Discuss with the Buyer/Seller the potential for a delay in funding and that the closing is not necessarily completed at the time the documents are executed.
- \_\_\_ Verify with the Broker that the Commission Breakdown is correct and faxed to the title company.
- \_\_\_ Verify with the Lender/Borrower that underwriting requirements need to be fulfilled and specify items that must be delivered to the title company at closing.
- \_\_\_ Verify that the Lender's loan documents are delivered on time for the scheduled closing.
- \_\_\_ Provide Patten Law Firm the original Power of Attorney, if necessary.
- \_\_\_ Provide Patten Law Firm the name of the Home Warranty being used.
- \_\_\_ Notify Patten Law Firm if there is a temporary lease agreement and rents to be collected at closing.
- \_\_\_ Provide Patten Law Firm with Repair Invoices and evidence of completion.
- \_\_\_ Discuss with Patten Law Firm the Delivery of Proceeds requirements for Seller.
- \_\_\_ Verify who has the Keys/Openers and when they will be provided to the Buyer.



## PATTEN LAW FIRM

*Raising the Bar for Closing Services*

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A CLOSING OFFICE FOR TEXAS AMERICAN TITLE COMPANY