

Pre-Closing Checklist

There are several important items and documents the title company needs that allow the processing team to get your file ready for closing. To ensure a timely and efficient closing, make sure you have the following items ready in advance.

Seller Pre-Closing Items

- Contact Information Sheet
- Mortgage Payoff Authorization Letter
- Second Mortgage Payoff Letters
- Property Tax Information
- Original Death Certificate (if applicable)
- Estate Sale (Probate Records)
- Designate Power of Attorney (If applicable)
- Wire Instructions for Proceeds
- Send to Crest Title

Buyer Pre-Closing Items

- Contact Information Sheet
- Lender Information
- Homeowners Insurance
- Property Survey
- Designate Power of Attorney (If applicable)
- Wire Instructions for Cash to Close
- Send to Crest Title

Refinance Pre-Closing Items

- ✓ Contact Information Sheet
- Mortgage Payoff Authorization Letter
- New Lender Information
- Loan Officer Information
- Property Tax Information
- Homeowners Insurance
- Homeowners Association Letter
- Wire Instructions for Cash to Close
- Send to Crest Title

Realtor Pre-Closing Items

- Personal Information Sheet
- Sales Contract
- Copy of Buyer Earnest Money Deposit
- Sellers Contribution Information
- Commission Sheet
- Termite Paperwork
- Property Survey
- Home Warranty Information
- Broker Disbursement Instructions
- Send to Crest Title

Corporation Purchase Or Sale Pre-Contact Checklist

- ✓ Contact Information Sheet
- Articles of Incorporation
- Operating Agreement
- Certificate of Good Standing
- Corporate Resolution Authorizing Signer
- Send to Crest Title