

CLOSING REQUIREMENT CHECKLIST

Both sides of purchase agreement, any addendums and seller disclosure.

Old title policy for credit.

Marital status of seller; wife's name, if married.

Full address and phone number for buyer and seller.

Social security number **REQUIRED**.

Lender name, phone number and contact person.

Deposit amount _____ held by _____.

Payoff letters for any mortgages, land contracts or home equity loans.

Tax bills or receipts.

Assessment information (sewer, water, paving, sidewalk).

Occupancy escrow to be held (yes/no) number of days _____ daily rate _____.

Land contract sale - deed held in escrow _____ fee to buyer _____.

Condominium association dues letter and insurance certificate.

Homeowner's subdivision association letter, if applicable.

Termite inspection: company _____ amount _____.

Death certificate with raised seal, if applicable.

Divorce decree with property settlement; probate documents, if applicable.

Power of attorney (must be approved prior to closing).

Check title commitment for requirements.



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Insurance Company

INFORMATION SHEET

Sale Price: _____

Buyer: _____ Social Security #: _____

Buyer: _____ Social Security #: _____

Address: _____ Phone: _____

New Lender: _____ Phone: _____

Contact Person: _____ Fax: _____

Seller: _____ Social Security # _____

Seller: _____ Social Security # _____

Address: _____ Phone: _____

Mortgage Company: _____

Loan Number: _____ Phone: _____

Additional Instructions:



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ADDITIONAL INFORMATION

ORDERING TITLE WORK

After your home has sold, we will need the following to order title work and begin processing your file for closing:

- Finalized purchase agreement with complete legal description and buyers and sellers names printed below their signatures.
- Prior title policy for credit.
- Possible additional documentation:
 - ~ Divorce decree
 - ~ Trust agreement
 - ~ Death certificate

PROCESSING YOUR ORDER

The actual title search will take approximately four to six working days, at which time a title commitment will be issued. This explains the requirements that must be complied with in order to close and issue a final policy. Once the title commitment is complete, we will need the following information and/or documents:

- Completed information sheet
- Signed payoff authorization with lender's name, phone number and loan number.
- Homeowners or condominium association information.

Once all the requirements from the title company and the new mortgage company are satisfied and all parties to the transaction are ready to close, please call *Fidelity National Title* to schedule your closing.

COSTS

- \$350.00 to the seller for preparation of all closing documents.
- \$450.00 to the buyer for the closing fee.
- \$ 15.50 to the seller for each overnight fee. (i.e., payoff check)
- The owners' title policy is paid by the seller and is based on the sale price of the home.



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Mortgage Payoff Request

Lender: _____ Date: _____

RE: Property Address: _____

Mortgagor(s): _____

Your Loan No: _____

Please be advised that the above captioned property has been sold as follows:

On land contract

Purchaser will assume your mortgage

Your mortgage will be paid off

You are hereby authorized and directed to furnish *Fidelity National Title* the following information on your loan:

Pay-off figures as of _____ with a daily rate.

Assumption figures, monthly payment, interest rate, prepayment penalty and escrow balance.

Complete insurance information.

Please prepare a discharge

Seller

Social Security #

PLEASE RETURN TO Fidelity National Title

THANK YOU!!



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Insurance Company

Condominium - Homeowners association payoff request

Date: _____

Re: _____

Please Supply *Fidelity National Title* with the following information:

Association name: _____

Send payments in care of: _____

Address: _____

Phone number: _____ Contact person: _____

Amount: _____ Paid thru: _____

Paid: Monthly / Annually / Semi-Annually / Quarterly / Other _____

Period covered: _____

Mandatory: _____ Optional: _____

Thank you. We appreciate your prompt response.



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