

Seller's Checklist

Prior to Closing

It is most helpful if the following information is received upon delivery of the Contract for Sale, or shortly thereafter.

- Telephone numbers (home, work, cell, etc.)
- Email address.
- Social Security numbers for all persons selling the property.
- Forwarding address, or temporary address.
- Current mortgage information on all loans for pay offs (mortgage company name(s), customer service number and loan or account number) so a payoff statement can be ordered from your lender.
- If your property is subject to dues by a Homeowners Association, provide the name, phone number and email address of the association.
- Existing survey along with the survey affidavit (T-47), if available.
- If transferring a home warranty, please provide the name and contact information of the home warranty company.
- Marital Status:
 - ▶ Texas is a community property state, if you purchased your property when you were single and have married, be prepared for your spouse to join in the signing of the deed at closing.
 - ▶ If you are divorced and your divorce proceeding was handled in a county other than the county you are in, please have a certified copy of the Divorce Decree delivered to the title company prior to closing.
- Notify your Escrow Officer if you will not be in town on the closing date as you will need to follow special procedures. If you will not be present to sign documents at closing, and are planning to use a Power of Attorney for signature of legal documents, have them approved by the title company prior to closing. The title company must make contact with you on the day of closing to make sure you are alive and well and have not revoked the POA. Also, the title company requires the original for recording.
- Most title companies prefer to collect delinquent property taxes at closing. If you pay them prior to closing, you must be able to furnish an original tax receipt, otherwise these monies will be withheld from your sales proceeds until payment of these taxes can be confirmed.
- Notify your Escrow Officer if this property is not your homestead.

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Seller's Checklist *continued*

Required at Closing

Please bring the following items with you to closing.

- Valid driver's license, passport or other government-issued picture identification.
- Social Security number and forwarding address.
- House keys, garage door openers, warranties or operational manuals for appliances (heating, AC, stoves, etc.) to transfer to the buyer.
- Disbursement of proceeds instructions: wire instructions or voided check.
- Spouses! Your spouse will need to sign the Deed and Grantor Affidavit at closing.

After Closing

- Cancel your homeowners insurance with your insurance agent once the transaction has closed, funded, and your personal items have been removed from the home. There may be a prorated refund of your homeowner's policy, based on the latest renewal date, owed to you. If you are remaining at the property after closing, you should notify your insurance agent of this change.
- Your lender will refund all monies left in your escrow account approximately 15 to 30 business days after receipt of the payoff funds. The lender will mail a package containing your original Promissory Note marked "PAID" and the other loan file documents. Retain these for future reference. When you receive this confirmation, you may also receive a "Release of Lien" or "Reconveyance of Lien" from your lender. If the release does not appear to have been recorded with the County Clerk's office, please forward it to your closer at the title company. We have collected for the recording of this document at closing and will send it to the County to be filed, thereby releasing the lien of record.
- Depending on what time of the year you sold your property, the Taxing Appraisal District may not have updated the account to show a change in ownership. If you receive a Tax Bill for the property that you sold, refer to your closing statement and send the bill to the new owners.
- You will receive a Substitute Form 1099 from Republic Title within 30 days of closing. In addition, retain your closing statement, it serves as a Substitute Form 1099-S for tax purposes.

We hope these tips have been helpful to you in answering any questions you may have had. As always, please do not hesitate to contact your Closer should you have any questions.

Thank you for allowing us to be a part of this transaction.



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