

# CLOSING CHECKLIST

The following checklist is a guide to help ensure a successful closing.

## EARNEST MONEY CONTRACT

- \_\_\_\_\_ Earnest money check is payable to Heritage Title Company and attached.
- \_\_\_\_\_ All parties have signed, initialed any changes and completed all dates.
- \_\_\_\_\_ All names are shown completely and with correct spelling.
- \_\_\_\_\_ Legal description is complete and correct.
- \_\_\_\_\_ All contact information, addresses and phone numbers, is complete for all parties.
- \_\_\_\_\_ All exhibits and addendums are attached, to include the Seller's Disclosure.

**The effective date of the Contract is the trigger date to begin the entire closing process. It is important to all parties that this date be completed on the contract.**

## ITEMS TO DELIVER TO HERITAGE TITLE COMPANY PRIOR TO CLOSING

- \_\_\_\_\_ Buyer's New Lender. Lender name, contact person and phone number.
- \_\_\_\_\_ Payoff. Seller's existing loan number, social security number, phone number and contact person.
- \_\_\_\_\_ Marital Status. Seller's marital status from the time of acquisition of the property to the closing. If single at the time of acquisition but currently married, spouse must join in on all closing documents from the Contract through the final Deed.
- \_\_\_\_\_ Commission. The % is not stated on the contract, please advise.
- \_\_\_\_\_ Termite Report. Deliver the original report and invoice to your Closer and let us know if it has been paid. This information must show on the closing statement.
- \_\_\_\_\_ Home Warranty. Notify your Closer of the options selected, the amount and the name of the company. An invoice and the application must be at closing.
- \_\_\_\_\_ Hazard Insurance. Buyer needs to arrange for insurance coverage and have the agent contact the Closer with details of coverage and for lender requirements.
- \_\_\_\_\_ Repairs. If the lender approves the repairs being paid at closing, deliver original invoice to your Closer. Most lenders will not allow an escrow for repairs nor allow a credit to the buyer for the repair allowance. Repairs must be handled prior to closing.
- \_\_\_\_\_ Good funds. Wired funds or a cashier's check payable to Heritage Title Company for all amounts over \$1,500.00 are required at closing. The total amount due should be available prior to closing based on our receipt of the loan documents from the Lender. Please contact your Closer for wiring instructions.
- \_\_\_\_\_ Driver's License. All parties signing closing documents must bring a valid driver's license to closing for identification purposes.
- \_\_\_\_\_ **Power of Attorney. If a power of attorney is to be used at closing, Heritage Title Company and the lender must review and approve it prior to closing. Your Closer must be able to contact the principal of the power of attorney on the day of closing.**

## Heritage Title Company of Austin, Inc.

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