

Seller's Checklist



PRIOR TO CLOSING

- Provide Capital Title with current loan company information, so a payoff statement can be ordered from your lender. If your property is subject to dues by homeowners association provide name and phone number of the association.
- Provide documentation of any change in marital status (divorce, marriage, death) during current ownership.
- In the event 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 the power of attorney approved by the title company prior to closing.

REQUIRED AT CLOSING

- Driver's license or valid ID
- Bring extra house keys, garage door openers, warranties or operational manuals for appliances (heating, AC, stoves, etc.) to transfer to the buyer.

REQUIRED AT CLOSING

- The lenders and title insurers require single owners who have married during the course of ownership of the property, to have their spouse join in signing the documents at closing.

AFTER CLOSING

- Your lender will refund all monies left in your escrow account approximately 15 to 30 business days after they receive the payoff funds. The lender will mail a package containing your original promissory note marked 'PAID' and other loan file documents. Retain these for future reference. They may also include a release of lien document. This document needs to be recorded with the county clerk's office to remove the lien of record.
- Your closing statement serves as a substitute form 1099 for tax purposes.
- Call your loan officer or banking institution and give them your new mailing address and request a paid in full package so that you can make sure the release of lien is recorded.
- If you are the seller of a property, be sure to ask your mortgage company what the balance in your current escrow account is and how much you should expect to have refunded to you.
- Cancel your home owner insurance after the closing is funded and ask how much money will be refunded to you. Be sure to give them your new mailing address and contact information.