



Two Days Prior to Closing Checklist

You should have:

- ★ Confirmed with the buyer/seller the date, time, and place for closing and whether or not you will attend.
- ★ Discussed with the buyer/seller potential delays, if any, such as delivery of legal documents by lender.
- ★ Confirmed with the buyer/seller that they understand what “good funds” are and have made arrangements with **Tiago Title** for transfer of funds at closing.
- ★ Reminded the buyer/seller of who must attend the closing and that all parties bring proof of identification to the closing.
- ★ Talked to the buyer/seller about the potential for a delay in funding, if any, and that the closing is not necessarily completed at the time the documents are executed.
- ★ Confirmed with your broker that the commission breakdown is accurate and faxed to **Tiago Title**.
- ★ Confirmed with the lender/borrower that underwriting requirements have been fulfilled and, if not, what items must be delivered to **Tiago Title** at closing.
- ★ Confirmed with the lender that loan documents will be delivered on time for scheduled closing.
- ★ Given to **Tiago Title** the original Power of Attorney, if necessary.
- ★ Given to **Tiago Title** the name of home warranty company to be used.
- ★ Notified **Tiago Title** if there is a temporary lease agreement and rents to be collected at closing, if not part of original contract.
- ★ Given to **Tiago Title** all repair invoices and evidence of completion.
- ★ Talked about with **Tiago Title** the delivery of proceeds requirements for seller.
- ★ Confirmed who has the keys to the property and when they will be provided to the buyer.

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