



# Seller's Checklist

## **PRIOR TO CLOSING:**

- \_\_\_\_\_ Provide the title company with current loan information so that a payoff statement can be ordered from your lender. If your property is subject to a Mandatory Homeowners Association, provide the name and phone number of the association.
- \_\_\_\_\_ Provide documentation of any change in marital status (divorce, marriage, death) during current ownership.
- \_\_\_\_\_ If you will not be present at closing and want to use a Power of Attorney, it must be approved by the title company. The **original** POA must be delivered to the title company before/at closing for recording with the County Clerk's Office.

## **REQUIRED AT CLOSING:**

### ***Bring these with you:***

- \_\_\_\_\_ Valid driver's license, passport, or other government-issued picture identification.
- \_\_\_\_\_ Social Security Number and/or Tax Payer Identification Number
- \_\_\_\_\_ House keys, garage door openers, warranties/manuals for appliances (heating, ac, stove, etc.) to transfer to the buyer

## **AVOIDING CLOSING DELAYS:**

- \_\_\_\_\_ Title insurers require single owners who have married during the course of ownership of the property, to have the spouse join in signing the documents at closing so he/she would need to be present at closing.

## **AFTER CLOSING:**

- \_\_\_\_\_ Cancel your homeowner's insurance, if you are moving from the property **after** closing and funding. If you are remaining at the property after closing, you should notify your agent of this change.
- \_\_\_\_\_ Your lender will refund all monies left in your escrow account approximately 30 days after payoff funds are received. The lender will mail you the original Note marked "paid." They may also include a Release of Lien document, which must 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.

### **CROSS TIMBERS TITLE**

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