

Provided by *Executive Title*

**Pre-Closing Checklist**

**Name:** \_\_\_\_\_

- Fill in sales contract completely and accurately.
- Provide Executive Title, LLC with your name and phone number.
- Provide Executive Title, LLC with seller's name, social security number, phone numbers, lien holder's name and account numbers to be paid out of proceeds.
- Provide Executive Title, LLC with borrower's names, phone numbers, insurance agent's name and phone number.
- Order Termite/Septic/Well Inspections.
- Provide Executive Title, LLC with name of termite company and amount due.
- Provide Executive Title, LLC with the name of inspector and amount due.
- Schedule closing with all parties.
- Remind client to bring cashier's check and driver's license.
- Remind any client who has an interest in the property that they must come to closing.
- Inform Executive Title, LLC how your check is to be cut (deduct earnest money from commission or present at closing).
- Remember to bring proof of sale to closing if required by the buyer's lender.
- Amend contract to prevent it from becoming void and have changes initialed by parties.

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