**FRAUD PREVENTION CHECKLIST**

|  |
| --- |
| **File:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Closing date:** Click or tap to enter a date. |
| **Closer:** Click or tap here to enter text. |

Confirm identity of parties to transaction

Speak with parties individually regarding wiring procedure

Critique transfers of property within the last 12 months (especially via QCD)

Review Sunbiz for any entity transferor & confirm:

Identity of signatory

Authority of signatory was/is good

No changes in principals of company within last 12 months

Review all docs provided by parties (i.e. trusts, corporations/company documents)

Make sure docs signed properly

Confirm authority in documentation, question any successor authority carefully

Confirm dates of instruments being reviewed match up properly

Confirm all outgoing wiring instructions verbally (see wiring checklist)

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Confirm dates of instruments being reviewed match up properly

Confirm all outgoing wiring instructions verbally (see wiring checklist)

FR/BAR-6X

TIMELINE CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| Buyer:Click or tap here to enter text. | Calendar days | | |
| Seller: Click or tap here to enter text.  File: Click or tap here to enter text. | **Contract Line** | | **Date** |
| Address: Click or tap here to enter text. | Fr/Bar | AS IS |  |
| 1. Effective Date | 48 | 48 | \_\_\_\_\_\_\_\_\_\_ |
| **Financials** | | | |
| 1. Earnest money deposit due (buyer) | 30 | 30 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Additional deposit due (buyer) | 36 | 36 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Financing Application submitted by (buyer) | 98 | 97 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Loan Approval | 90 | 89 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer notice of loan approval to seller | 113 | 112 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer notice of inability to obtain financing to seller | 118 | 117 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Seller to terminate contract for lack of loan approval | 124 | 123 | \_\_\_\_\_\_\_\_\_\_ |
| **Closing** | | | |
| 1. Closing date | 53 | 53 | \_\_\_\_\_\_\_\_\_\_ |
| * 1. CFPB extension (up to 7 days) | 59 | 59 | \_\_\_\_\_\_\_\_\_\_ |
| * 1. Force majeure extension | 542 | 449 | \_\_\_\_\_\_\_\_\_\_ |
| **Title & Survey** | | | |
| 1. Extend closing date to close our building permits | 364 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer to examine title & provide notice to seller of defect | 479 | 386 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Seller to cure title defects & Buyer’s written notice to extend cure period – extend closing date | 482 | 389 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Seller to deliver owner’s title policy to buyer | 177 | 160 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Title evidence deadline (title commitment) | 172 | 155 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Sellers to deliver their survey to buyer | 200 | 183 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer to obtain survey | 198 | 181 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer to examine survey & provide notice to seller | 499 | 406 | \_\_\_\_\_\_\_\_\_\_ |
| **Inspections & Repairs** | | | |
| 1. Inspection period (completion and notice to seller) | 278 | 261 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Property repairs: |  |  |  |
| * 1. Seller to obtain & deliver estimate or second insp. to buyer | 310 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * 1. If cost to repair exceeds limit, written notice to seller | 319 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| 1. WDO cure: |  |  |  |
| * 1. Seller to obtain & deliver estimate or second insp. to buyer | 336 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * 1. If cost to repair exceeds limit, written notice to seller | 340 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| 1. Inspection and close-out of building permits |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * 1. Seller to obtain & deliver estimate to buyer | 356 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * 1. If cost to close is less than limit: |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * + 1. Seller to obtain & close building permits | 358 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * + 1. Seller to deliver evidence to buyer of closed permits | 360-362 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * 1. If cost to close permits exceeds limit: |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * + 1. Seller’s written notice to pay excess | 368 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| * + 1. Buyer’s written notice to accept “as is” | 369 | N/A | \_\_\_\_\_\_\_\_\_\_ |
| 1. Walk through inspection | 374 | 275 | \_\_\_\_\_\_\_\_\_\_ |
| **Tenants & Leases** | | | |
| 1. Furnish written terms of leases to buyer | 77 | 76 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Furnish notice that leases are unacceptable to seller | 79 | 78 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Seller to furnish estoppels to buyer | 506 | 413 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Buyer to furnish written notice of termination due to material difference between representations and leases | 513 | 420 | \_\_\_\_\_\_\_\_\_\_ |
| **Disputes** | | | |
| 1. Buyer and seller to resolve themselves | 448 | 354 | \_\_\_\_\_\_\_\_\_\_ |
| **Other** | | | |
| 1. Special flood hazard rescission notice to seller | 243 | 225 | \_\_\_\_\_\_\_\_\_\_ |
| 1. Appraisal contingency – copy to seller |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * 1. Buyer’s right to cancel, if house doesn’t appraise |  |  | \_\_\_\_\_\_\_\_\_\_ |
| 1. Sale of buyer’s property must close by |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * 1. Notice to terminate if buyer’s property does not close |  |  | \_\_\_\_\_\_\_\_\_\_ |
| * 1. Copy of buyer’s contract to sell delivered to Seller |  |  | \_\_\_\_\_\_\_\_\_\_ |
| 1. Attorney approval |  |  | \_\_\_\_\_\_\_\_\_\_ |
|  |  |  | \_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
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|  |  |  | \_\_\_\_\_\_\_\_\_\_ |

Notes:

All timeframes are computed in calendar days (line 508 / 420)

Force Majeure extends ALL timeframes for actual period of Force Majeure preventing performance, up to 30 days (Line 519-521 / 431-433)

**Costs, Fees & Payoffs**

|  |  |
| --- | --- |
|  | **Address:**Click or tap here to enter text. |
|  | **File:** Click or tap here to enter text. |
|  | **Closing Date:**Click or tap to enter a date. |
|  | **Description**Click or tap here to enter text. |
|  | Purchase PriceClick or tap here to enter text. |
|  | Loan Amount Click or tap here to enter text. |
|  | Deposit #1Click or tap here to enter text. |
|  | Deposit #2Click or tap here to enter text. |
|  |  |
|  |  |
|  | Doc Stamps - Deed |
|  | Doc Stamps - Intangible Tax (note) |
|  | Doc Stamps - Mortgage |
|  |  |
|  | HOA/Condo #1 Dues Per: |
|  | HOA/Condo #2 Dues Per: |
|  | HOA/Condo Estoppel #1 - |
|  | HOA/Condo Estoppel #2 - |
|  |  |
|  |  |
|  | Home Warranty |
|  |  |
|  | Inspection - Four Point |
|  | Inspection - Home |
|  | Inspection - Pest - WDO |
|  |  |
|  | Insurance - Flood - 1 year |
|  | Insurance - Homeowner's Hazard - 1 year |
|  | Insurance - Wind - 1 year |
|  |  |
|  | Payoff Seller's: First Mortgage |
|  | Payoff Seller's: |
|  | Payoff Seller's: |
|  |  |
|  | Real Estate Broker Additional Charge: |
|  | Real Estate Commission Cooperating Agent (Buyer) |
|  | Real Estate Commission Listing Agent (Seller) |
|  | Recording Fee - Affidavit #1 - |
|  | Recording Fee - Affidavit #2 - |
|  | Recording Fee - Deed |
|  | Recording Fee - Mortgage |
|  | Recording Fee - Release #1 - |
|  | Recording Fee - Release #2 - |
|  |  |
|  | Seller Credit For: Click or tap here to enter text. |
|  |  |
|  | Survey |
|  |  |
|  | Taxes - Non-Ad Valorem |
|  | Taxes - Real Estate - |
|  | Verify current year taxes paid |
|  | Verify all prior taxes paid |
|  | Closing in Sep or Oct hold taxes for Nov |
|  |  |
|  | Title - Marginal Increase Owner's Policy |
|  | Title - Seller Pay Owner's Policy - Borrower Credit/Seller Charge |
|  | Title - Settlement Agent Fee - |
|  | Title - Title Search |
|  | Title - TRID Loan Policy |
|  |  |
|  | Other: Click or tap here to enter text. |
|  | Other: Click or tap here to enter text. |
|  | Other: Click or tap here to enter text. |
|  | Other:Click or tap here to enter text. |
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**Survey Checklist**

|  |
| --- |
| **File:**Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Closing date:** Click or tap to enter a date. |
| **Closer:** Click or tap here to enter text. |

**Technical Requirements**

Includes surveyor’s

Original embossed seal or

Electronic seal

Seal states “Florida Registered

Surveyor & Mapper”

Survey is signed

Survey is dated

Field work done \_\_\_/\_\_\_/\_\_\_ (more than

90 days ago, comply with

TN 25.03.06(B))

Drawing signed \_\_\_/\_\_\_/\_\_\_

Name

Address

Certificate of authorization number

License number

Statement survey not valid without signature

and seal

**Certifications**

NEW survey certified to

Proposed insured buyer

Proposed insured lender

Old Republic

Fund Member’s office

Seller

PRIOR survey certified to

Seller or

Prior owner in chain of title

**ALTA/NSPS language** as needed

Directional north arrow located

All symbols used on map are defined in

legend

Surveyor’s notes have been read carefully

Legal access confirmed

Map shows access to public road

Map shows access via private road

Verified easement for use and that

private road connects to a public road

**Legal Description Accuracy**

Legal description matches the

Last deed of record, if not contact Fund

underwriting

Title commitment

Proposed-insured documents

Drawing correctly maps the metes &

bounds description

The drawing matches the recorded

Plat

**Drawing Identified Essential Features**

Boundary lines

Any body of water

Other natural & manufactured objects affecting

the property

Easements of any kind

Rights-of-way

Platted building setback lines

Improvements of any kind

**Matters that may impact insurability:**

Any encroachments of improvements from

insured land onto adjoining land

Any encroachments of improvements from

adjoining land onto insured land

Any improvements located on property

that is or was submerged

Any encroachments in any easements

Any encroachments of road rights-of-way

Any violations of building setback lines

Any gaps or overlaps (i.e., discrepancies

between description in recorded instrument &

any markers on the ground designating the

boundary as actually used & occupied)

Parties in possession

Professional Liability insurance in the amount of

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sent to surveyor**

**Title commitment with legible supporting**

**documents**

**Zoning information (ALTL/NSPS only)**

Anything Unusual Click or tap here to enter text.

**Additional Checklist ALTA/NSPS Survey**

**Fieldwork (Section 5)**

Monuments – location, size character

Found

Placed

Location, description & character of any lines

Rights of way & access   
 Location

Roads, streets abutting, location & size

Visible evidence of physical access

Location & character of other forms of access

Any potentially encroaching access ways

Location of any road or street not

documented

Access to & from waters adjoining property

Lines of possession & improvements

on boundaries

Character & location of evidence of

possession

Character & location of all walls, buildings,

fences, & other improvement within 5 feet of each boundary

Any potential encroaching structure (fire

escapes, overhangs doors opening out, etc.)

Buildings

Easements & servitudes

Evidence of any easement or servitude

Surface indication of underground easements

or servitudes

Evidence on or above ground of utilities on,

above or below ground

Cemeteries

Water features & location of water

**Plat or Map (section 6)**

Evidence & location of items notated in

**Fieldwork** above

Boundary, descriptions, dimensions & closures

Descriptions – current, new

Point of beginning

Details of direction, length & curve of

boundaries

Details of water boundary within 5 feet

Any gaps of overlays, if so, age of

monuments

Explanation of significant differences

Note regarding site conditions

Note if access within 5 feet was restricted

Note regarding title commitment

Easements, servitudes, rights of way access & documents

Location & width

Note if no access to public way observed

Platted setback or building restrictions

Presentation

No less than 8.5 X 11

Vicinity map

Necessary additional information

Caption “ALTA/NSPS Land Title Survey”

**Table A**

**Requested**

1 Monuments placed or referenced at

boundary corners

2 Address

3 Flood zone classification

4 Gross land area

5 Vertical relief, contour interval, datum

& originating benchmark

6 (a) Current zoning classification

6 (b) Current zoning setback, height &

floor space

7 (a) Exterior dimensions of buildings

7 (b) (1) Square footage of exterior

footprint of buildings

7 (b) (2) Square footage of other areas

specified

7 (c) Measured height of buildings

8 Other substantial features

9 Number & type of identifiable parking

spaces

10 (a) Divisions or party walls

11 (a) Underground utilities in plane

and/or reports provided

11 (b) Underground utilities by marking

coordinated a private utility locate request

12 Government agency requirements

13 Names of adjoining owner of platted lands

14 Distance to nearest intersecting street

15 Rectified orthography, photogrammetric

mapping, airborne/mobile laser scanning

16 Evidence of earth moving work, building

construction or additions

17 Proposed changes in street right of way

18 Any plottable offsite easements or

servitudes disclosed in documented

provided or obtained

19 Professional Liability insurance policy in

minimum amount of $ Click or tap here to enter text.

20 Other Click or tap here to enter text.

**24 HOURS BEFORE CLOSING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Taxes** | | **Updates** | |
| Prorated |  | **GAP** |  |
| Escrow Nov. |  | **Payoff** |  |
| PACE |  | **Payoff** |  |
| Doc stamps |  | **Estoppel** |  |
| Int. tax |  | **OFAC** |  |
| Rec. fees |  | **B-1 Req. met** | |
|  |  | Affidavits |  |
| **Utilities** | | **Survey on B-2** |  |
| Hold back |  | Rate Sheet |  |
| **Insurance** | | **Condo/HOA** | |
| General |  | Approval |  |
| Wind |  | Dues |  |
| Flood |  | Prorated |  |
| Condo/HOA |  | Assmnt. |  |
|  |  |  |  |
| **Buyer’s docs** |  | **Seller’s docs** |  |
| **Buyer’s fees** |  | **Seller’s fees** |  |
| Attorney |  | 1099-S |  |
| REA fees |  | FIRPTA |  |
| Credit |  | Attorney |  |
| Credit |  | REA comm. |  |
|  |  | REA comm. |  |
|  |  | REA fees |  |
|  |  |  |  |

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|  |  | REA comm. |  |
|  |  | REA fees |  |
|  |  |  |  |

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| Credit |  | Attorney |  |
| Credit |  | REA comm. |  |
|  |  | REA comm. |  |
|  |  | REA fees |  |
|  |  |  |  |

**24 HOURS BEFORE CLOSING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Taxes** | | **Updates** | |
| Prorated |  | **GAP** |  |
| Escrow Nov. |  | **Payoff** |  |
| PACE |  | **Payoff** |  |
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| Hold back |  | Rate Sheet |  |
| **Insurance** | | **Condo/HOA** | |
| General |  | Approval |  |
| Wind |  | Dues |  |
| Flood |  | Prorated |  |
| Condo/HOA |  | Assmnt. |  |
|  |  |  |  |
| **Buyer’s docs** |  | **Seller’s docs** |  |
| **Buyer’s fees** |  | **Seller’s fees** |  |
| Attorney |  | 1099-S |  |
| REA fees |  | FIRPTA |  |
| Credit |  | Attorney |  |
| Credit |  | REA comm. |  |
|  |  | REA comm. |  |
|  |  | REA fees |  |
|  |  |  |  |

**CLOSING TABLE CHECKLIST**

|  |  |
| --- | --- |
| Closer: Click or tap here to enter text. | Date:Click or tap to enter a date. |
| File: Click or tap here to enter text. | Address: Click or tap here to enter text. |

NOTE TO CLOSER:  Review and follow lender’s final closing instructions. Determine what is required for disbursement of funds.

Closer to check as completed:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 24 HOURS BEFORE CLOSING CHECKLIST COMPLETE | | |
|  | ALL Documents dated:Click or tap to enter a date. | | |
|  | Check OFAC day of closing | | |
| Copy of ALL picture identification | | | |
|  | Buyer 1: Click or tap here to enter text. |  | Seller 1: Click or tap here to enter text. |
|  | Buyer 2: Click or tap here to enter text. |  | Seller 2: Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Confirm receipt of wire transfer of $ Click or tap here to enter text. | | |
|  | | | |
| Must sign documents – mortgages, riders, CD, E&O Affidavits in the package | | | |
|  | Buyer 1: Click or tap here to enter text. |  | Seller 1: Click or tap here to enter text. |
|  | Buyer 2: Click or tap here to enter text. |  | Seller 2: Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Buyer to bring additional documents: |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | **Last check** |
|  | Copy of survey signed by buyers |  | Names typed correctly with marital status |
|  | Click or tap here to enter text. |  | Homestead language |
|  | Click or tap here to enter text. |  | Legal descp. w/i deed & mtg or attached |
|  | Click or tap here to enter text. |  | Two witnesses |
|  | Click or tap here to enter text. |  | Notary signed & stamped |
| **Buyer** | | **Seller** | |
| Copies on thumb drive | |  | Seller wire information verified |
|  | Signed deed | Copies on thumb drive | |
|  | Closing package to buyer |  | Everything seller signed |
|  | Seller’s docs (redact ss#) |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Originals | | Originals | |
|  | Original Borrower’s CD |  | Original seller’s CD |
|  | Original closing statement signed by all |  | Original closing statement signed by all |
|  | Original survey to buyers |  | Check/wire proceeds |
|  | Title Policy |  | 1099-s |
|  | Copy of insurance binder |  | Click or tap here to enter text. |
|  | Special 2 copies of – First payment notice |  | Click or tap here to enter text. |
|  | Keys & codes |  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |

**WIRE CHECKLIST**

|  |
| --- |
| **File:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Closing date:** Click or tap to enter a date. |
| **Closer:** Click or tap here to enter text. |

**Wire to:** Click or tap here to enter text.

Confirm instructions are complete:

Full name of payee/Accountholder

Account holder address (no P.O. box, street address only)

Account Number

Routing number

Receiving Bank Name

Confirm accuracy of instructions:

Confirm recipient name on instructions matches recipient of wire

Confirm ABA number is valid and matches receiving bank

Confirm account number is accurate by calling receiver/accountholder and

verifying same

**ALL VERIFICATION WITH PAYEE MUST BE DONE THROUGH INDEPENDENT**

**RESEARCH TO OBTAIN CONTACT INFORMATION**.

Disbursement of funds:

Obtain disbursement authorization matching account-holder information and

signed by payee for funds being sent to payee

Obtain disbursement authorization matching account-holder information and

signed by party funds are being sent on behalf of (seller for payoff funds and

lender for lender proceeds).  Disbursement Authorization (DA) should contain

Exhibit A which is a copy of wiring instructions, DA must list amount of wire.

Once ALL steps above are complete wire can be entered

Enter Wire:

Confirm accuracy of account number entered

Confirm accuracy of account-holder name and address entered

Confirm ABA number and Receiving financial institution information matches

Confirm reference is correct

Confirm amount matches payoff or other instructions and DA

Transmit wire

Print confirmation and save to file

**Recording & Post-Closing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pre-Recording** | | | | |
| **File:**Click or tap here to enter text. **Address:** Click or tap here to enter text. | | | | |
| **Deed** | | | | |
| Purchase price:Click or tap here to enter text. | | | Documentary Stamps:Click or tap here to enter text. | |
| Date | Initial |  | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Names typed correctly with marital status | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Non-homestead language if marital status is missing or married | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Legal description in document or attached | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Two witnesses | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Notary signed and stamped | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Are there more than 4 names to index? Add $1.00 per name over 4 | | |
| **Mortgage –** Loan amount | | | | |
| Intangible Tax:Click or tap here to enter text. | | | Documentary stamps:Click or tap here to enter text. | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Names typed correctly with marital status | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Non-homestead language if marital status is missing or married | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Legal description in document or attached | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Two witnesses | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Notary signed and stamped | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Are there more than 4 names to index? Add $1.00 per name over 4 | | |
| **Other items to record** | | | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Names typed correctly with marital status | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Non-homestead language if marital status is missing or married | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Legal description in document or attached | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Two witnesses | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Notary signed and stamped | | |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Are there more than 4 names to index? Add $1.00 per name over 4 | | |
|  | | | | |
| **Post-Closing & Recording** | | | | |
| **Date** | **Initials** | **Recd. Info.** | |  |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | 1099-S |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Encroachments |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Post Search – all recorded correctly? |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Deed |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Mortgage |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Affidavit -1:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Affidavit -2:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Affidavit -3:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Affidavit -4:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Affidavit -5:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Satisfaction mortgage #1: Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Satisfaction mortgage #2:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Satisfaction:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Other:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Other:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Other:Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Click or tap here to enter text. |
| \_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_** | Click or tap here to enter text. | | Click or tap here to enter text. |