**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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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
 |  |  | \_\_\_\_\_\_\_\_\_\_ |
|  |  |  | \_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | \_\_\_\_\_\_\_\_\_\_ |

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. |
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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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|  |  |
| --- | --- |
| **Taxes** | **Updates** |
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| 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 |[ ]
|  |[ ]   |[ ]

**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 |[ ]
|  |[ ]   |[ ]

**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 |[ ]
|  |[ ]   |[ ]

**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. |