



PRE-CLOSING CHECKLIST



Chicago Title will be your closing office for this transaction. In order to make sure your closing goes smoothly, we've outlined a few things that will help prepare you for the big day and beyond.

- If the parties to the contract have agreed to use a prior survey, present it to us for review when the contract is receipted.
- Request HOA information. This helps us support you in meeting contract deadlines.
- It will be necessary to bring your spouse to closing, even if they are not on the loan. They will still have a few things to sign the day of closing. If there's been a divorce or remarriage during the ownership period, please inform your Escrow Officer.
- We need to have a U.S. issued valid ID. This includes driver's licenses, ID cards issued by the Department of Public Safety, or a U.S. passport. It must be current, have a picture and a signature.
- If you have special circumstances, ie: foreign language, hearing impaired or unable to attend, we must be notified immediately.

- If using a power of attorney, your lender and title company must be notified immediately to obtain approval of use. We'll need the original document at closing and are legally required to contact the person granting the power of attorney on the day of closing.
- Inform your closer if the transaction is linked to another closing, e.g., if the Sellers need the proceeds quickly for a purchase, or if the Buyer's funds are coming from another closing.
- If you will be unable to attend the closing, we will make arrangements for a notary service to come to you. The fee for this service is generally around \$150 per signing depending on the state. **WE MUST HAVE THE ORIGINAL SIGNED DOCS BACK IN OUR OFFICE ALONG WITH ANY BUYER FUNDS AND LENDER FUNDS BEFORE FUNDING.**
- If possible, avoid planning your closings for the last few days of the month. You will enjoy more options as to closing appointments and last-minute changes or issues will be easier to take care of.
- Any money necessary for closings costs will need to be in the form of a wire or cashier's check.

Your Trusted Partners in Title