

# A Seller's Guide to Closing



## What do you need to do prior to your closing?

- Work with your real estate professional to comply with all requirements in your purchase agreement (e.g., property inspections, water, well and septic tests).
- Contact your Burnet Title Account Executive, ("AE") to provide information necessary to prepare closing documents, such as your:
  - Social Security number
  - Current mortgage information
  - Current use of property
  - Marital status
  - New address
- Contact your AE if there have been any recent repairs and/or improvements commenced on the property in the last six months and provide signed original lien waivers.
- Contact all current utility providers regarding change in ownership, EXCEPT for your local municipal water and sewer departments. Contact your AE for this information.
- If funds are required for closing, contact your AE to make arrangements to wire funds prior to closing.
- Contact your AE if you or any co-owners/seller will not be present at closing.

## What do you need to bring to your closing?

- Current driver's license or other government issued photo ID (for Notary purposes).
- Keys and garage door openers.
- Information that may be helpful to the buyer (e.g., appliance warranties, home security information).



## What will happen at your closing?

- Final Settlement Statement will be reviewed and signed.
- Closing documents will be reviewed, signed and notarized.
- Funds are collected and disbursed.
- Keys, garage door openers and other property information are exchanged.

**MAKING HOUSES INTO HOMES ONE CLOSING AT A TIME<sup>SM</sup>**