

CLOSING CHECKLIST

A Listing Appointment:

- Ask for Vesting Document and their current Owner's Policy of Title Insurance
- Is Seller married, divorced, a trust, a probate, a business or other entity?
- Is there a current mortgage?
- Has the property been split?
- Homeowner's Association?
If yes, who is the contact and how do I contact that person?
- Special Assessments?
- Still want more info on the property? Ask for a Preliminary Title Commitment!

I Have an Accepted Offer!

What will the Title Company need?

- FULLY EXECUTED Buy Sell Agreement with full, legal names of Sellers and Buyers!
- Both Listing and Selling Agent name and contact
- Must include address and phone number for ALL parties
- New Lender's contact information
- Commission Rate
- ALL Addendums (keep sending, if additional Addendums are created)
- Home Owner's Association Contact Information
- Include Marital Status for All

If my Seller/Buyer is... send ALL Associated Docs

- Providing Seller Financing
- In a Trust
- Probated
- Going through a Divorce
- Using a Power of Attorney



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Our industry is changing! We will be experiencing significant changes in October!

Be aware of these changes and how they will affect you!