

SELLER'S CHECKLIST

USE THIS AS A GUIDE FOR A SMOOTH CLOSING

PRIOR TO CLOSING

- If you're providing an existing survey, be sure to also send a completed T-47 Affidavit to the title company.
- Share your current mortgage lender's information with the title company so they can request a payoff statement.
- If the property is part of a homeowners association, provide the name and contact information for the HOA.
- Notify the title company of any changes in marital status (such as marriage, divorce, or death) during your ownership.
- If you won't be attending closing and plan to use a Power of Attorney, it must be approved by the title company in advance. On closing day, the title company will contact you to confirm that you're alive, well, and that the POA has not been revoked. The original document will be released for recording after closing.

For more information, contact your Ranger Title Escrow Officer or visit rangertitle.com.

REQUIRED AT CLOSING

- Bring a valid government-issued photo ID, such as a driver's license or passport.
- If you would like the funds wired to your account, please provide the wiring instructions from your bank or a voided check.

AVOID CLOSING DELAYS

- Lenders and title insurers require that if a single owner has married during ownership of the property, the spouse must also sign the documents at closing.

AFTER CLOSING

- If you're moving out of the property after closing and funding, contact your insurance agent to cancel your homeowners insurance. If you're staying at the property, make sure to notify your agent of the change.
- Your lender will refund any remaining funds in your escrow account within 15 to 30 business days after they receive the payoff funds. The lender will also mail a package with your original Promissory Note marked "PAID" and other loan documents. Keep these for future reference, as they may include a Release of Lien document, which must be recorded with the County Clerk's Office to remove the lien.
- Your closing statement serves as a substitute Form 1099 for tax reporting purposes.