

# CLOSING DETAILS CHECKLIST

Follow through on these details early to ensure a quick and worry-free closing

## EARNEST MONEY CONTRACT

- Earnest money check made payable to Corridor Title Company and attached.
- All parties have signed, initialed any changes and completed all dates.
- All names are shown completely and with correct spelling.
- Legal description is complete and correct.
- All contact information (addresses, phone numbers and emails) is complete for all parties.
- All exhibits and addendums are attached, to include the Seller's Disclosure.

***The effective date of the Contract is the trigger date to begin the entire closing process. It is important to all parties, therefore we require it be completed prior to delivery of the contract.***

## ITEMS TO DELIVER TO CORRIDOR TITLE COMPANY AS SOON AS POSSIBLE

- Survey. As required by the contract. If we are using the seller's existing survey, it must be furnished, along with the T 47 Affidavit immediately after the contract is executed so that we may review and approve it.
- Provide HOA contact information so that we may order the resale certificate as required by the contract.
- Buyer's New Lender. Lender name, contact person and phone number.
- Payoff Information. Deliver seller's existing loan number, social security number, phone number and contact person so that Corridor may request the payoff.
- Marital Status. Seller's marital status from the time of acquisition of the property to the closing. If single at the time of acquisition but currently married, spouse must join in on all closing documents from the Contract through the final Deed.

## ITEMS TO DELIVER TO CORRIDOR TITLE COMPANY PRIOR TO CLOSING

- Commission. The % is not stated on the contract, please advise.
- Termite Report. If required by the lender, please deliver the original report and invoice to your Closer and let us know if it has been paid. This information must show on the closing statement.
- Home Warranty. Notify your Closer of the options selected, the amount and the name of the company. An invoice and the application must be at the closing.
- Hazard Insurance. Buyer needs to arrange for insurance coverage and have the agent contact the Closer and their lender with details of coverage for lender requirements.
- Repairs. If the lender approves the repairs being paid at closing, deliver original invoice to your Closer. Most lenders will not allow an escrow for repairs nor allow a credit to the buyer for the repair allowance and will require that repairs be handled prior to closing.
- Good funds. **Wired funds** or a **cashier's check** payable to Corridor Title Company for **all amounts over \$1,500.00** are required at closing. The total amount due should be available prior to closing based on our receipt of the loan documents from the Lender. Please contact your Closer for wiring instructions.
- Driver's License, Passport, Military I.D. All parties signing closing documents must bring current, government issued identification.
- Power of Attorney. If a power of attorney is to be used at closing, Corridor Title Company and the lender must review and approve it prior to closing. Your Closer must be able to contact the principal of the power of attorney on the day of the closing.**

2017 Corridor Title LLC. All rights reserved. CorridorTitleCo.com



**Dripping Springs**  
171 Benney Lane, Bldg.1  
Dripping Springs, TX 78620  
512.894.0187

**San Marcos**  
133 W San Antonio, Ste.100  
San Marcos, TX 78666  
512.392.8910

**Austin - 5th Street**  
1611 W 5th ST, Ste.160  
Austin, TX 78703  
512.369.3736

**Austin - 38th Street**  
623 W 38th ST, Ste.320  
Austin, TX 78705  
737.717.3202

**New Braunfels**  
410 W. San Antonio Ste. 100  
New Braunfels, TX 78130  
830.387.4739