

6 STEPS TO A SMOOTH CLOSING

Help clients avoid delays in the closing process to provide the most stress-free experience possible.



1. As soon as possible, **fax or deliver to Escrow**:
 - a. All **Sales Agreement/Earnest Money Agreement Addenda**
 - b. Any **invoices for repairs** (supplies and/or labor) or any other items. Make a note as to who is responsible for paying the bill (it's not always the seller). If unable to fax or deliver addenda or invoices, call and advise escrow of any significant changes or information.
 - c. **Rent rolls and/or copies of rental agreements or leases on investment property** (if buyer is assuming responsibility for the tenant(s) and will be receiving rents and deposits through closing).
2. Be sure to **provide accurate** phone numbers, mailing addresses, and marital status for your clients when the escrow is opened (especially on investment properties).
3. Encourage your clients to **respond to any requests** for information from the escrow officer. A lack of requested information such as new lender, loan payoff information and insurance agent can delay closing.
4. Keep the **lender in the loop** (if you represent the buyer). Make sure the lender has received all addenda, such as inspection documentation of the roof, septic, water etc., or is aware of all seller concessions, changes in closing date, etc.
5. **Advise in advance** if:
 - a. Your client(s) will be using a **Power of Attorney**. Powers of attorney must be approved in advance by the title company (and the lender if a buyer intends to use a power of Attorney). The original signed Power of Attorney must be recorded in the public records.
 - b. If your client(s) have any **special needs** (physical limitations, time constraints, location constraints, special life circumstances, etc.)
 - c. If a **courtesy signing** may be necessary at another of our offices.
6. When you receive it, **review**:
 - a. The **Title report**. If something seems out of the ordinary, call your Title company.
 - b. The **estimated closing disclosure (CD)**. If something does not match your understanding of the transaction, call your settlement agent/Escrow Officer- they may be missing crucial information.

