



## **FLEET STREET TITLE & CLOSING**

— ROMAN LAW GROUP, PLLC —

### Seller closing checklist

#### How to prepare for your closing

- ❖ Complete the seller questionnaire online form and submit it to Fleet Street Title & Closing.
- ❖ Provide your current mortgage information to Fleet Street Title & Closing. We need it to obtain payoff information, which must be known before your sale can occur.
- ❖ If you have private mortgage on your property (not through a bank), both the payoff amount and a signed recordable discharge must be provided to us no less than seven (7) days before the anticipated closing date. Funds cannot be dispersed until your private mortgage is paid in full, and a discharge is received.
- ❖ Freeze any line of credit accounts (equity lines) to prevent any future advances.
- ❖ If Fleet Street Title & Closing is not preparing the deed, a copy of the proposed deed must be forwarded to us no less than seven (7) days before the anticipated closing date. Otherwise, we'll be unable to confirm a final closing date.
- ❖ Inform us, if you intend to close remotely (mail-away). If closing remotely, Fleet Street Title & Closing must have your paperwork before the sale date. We make it easy for you! We provide a prepaid shipping label as part of our closing package we send to you.
- ❖ We want to disburse funds accurately and quickly. Inform Fleet Street Title & Closing if you require a bank check or wire for your proceeds.
- ❖ Select your legal photo ID to bring to closing: driver's license, non-driver's identification, or passport.

## What to expect during your closing

- ❖ Arrive at your closing, and meet your closing agent. Your real estate agent, lender, the sellers real estate agent, and the buyer might also be in attendance.
- ❖ Sign all your documents. If you have any questions, ask your closing specialist.
- ❖ **Your** closing specialist will review the paperwork, notarize your signature, and collect and **disburse** checks once we are on record.
- ❖ Congratulations!