

Closing Check List Sale Date / /

*****LOAN PROCESS**

ADDRESS _____ BUYER _____ CLOSE BY _____/_____/_____

MORTGAGE CO. _____ PHONE _____ FAX _____

LOAN OFFICER _____ PROCESSOR _____

DATE OF LOAN APPLICATION ____/____/____ COMFORT LETTER DUE BY ____/____/____ LOAN COMMITMENT DUE BY ____/____/____

CREDIT REPORT ORDERED ____/____/____ RECEIVED ____/____/____ COMMENTS _____

APPRAISAL ORDERED ____/____/____ RECEIVED ____/____/____ COMMENTS _____

VERIFICATION OF DEPOSIT ORDERED ____/____/____ RECEIVED ____/____/____ COMMENTS _____

VERIFICATION OF EMPLOYMENT ORDERED ____/____/____ RECEIVED ____/____/____

OTHER _____ ORDERED ____/____/____ RECEIVED ____/____/____

OTHER _____ ORDERED ____/____/____ RECEIVED ____/____/____

OTHER _____ ORDERED ____/____/____ RECEIVED ____/____/____

EACH WEEK ASK 1) WHAT ARE YOU WAITING FOR? 2) ANYTHING QUESTIONABLE? 3) WILL WE MAKE CONTRACT DATES? COMMITMENT+CLOSE

WHEN READY TO SUBMIT TO UNDERWRITING: HOW LONG WILL IT TAKE? _____

WHEN APPROVED: 1) ARE THERE ANY CONDITIONS? 2) CAN WE SET CLOSINNG? 3) WHO WILL CLOSE IT? CONTACT PERSON

*****OTHER**

WHOLEHOUSE SCDUALED ____/____/____ RESULTS DUE ____/____/____ RESOLVED ____/____/____

TERMITE INSPECTION SCHEDULED ____/____/____ DUE ____/____/____ CO. _____ Buyer / Seller

1ST MORTGAGE PAYOFF ORDERED ____/____/____ FAX - MAIL RECEIVED ____/____/____

CONTACT PERSON _____ # _____

2ND MORTGAGE PAYOFF ORDERED ____/____/____ FAX - MAIL RECEIVED ____/____/____

CONTACT PERSON _____ # _____

3RD MORTGAGE PAYOFF ORDERED ____/____/____ FAX - MAIL RECEIVED ____/____/____

CONTACT PERSON _____ # _____

HOA STATEMENT ORDERED ____/____/____ RECEIVED ____/____/____ CONTACT _____ # _____

DEED AND POA ORDERED ____/____/____ RECEIVED ____/____/____

FAXED CLOSING INSTUCTIONS TO TITLE COMPANY ____/____/____

*****BUYER INSURANCE POLICY AND 1 YEAR PAID RECIEPT** ____/____/____

TERMITE REPORT AND RECEIPT ____/____/____

HUD STATEMENT FROM PRIOR CLOSING

CASHEIERS OR CERTIFIED CHECK FOR \$ _____ MADE OUT TO THEM SELVES

*****SELLER BRING REGESTERED LAND CERTIFICATE TO CLOSING**

*****CLOSING**

TITLE CO. _____ PHONE _____ FAX _____

PROCESSOR _____ CLOSING DATE & TIME _____

PLACE _____

CONFIRMED WITH SELLER ____/____/____ AGENT ____/____/____ BUYER ____/____/____

SELLER/BUYER NEW ADDRESS & PHONE _____

CLOSING INSTRUCTIONS

Total pages _____

TO: _____ Fax: _____ - _____ - _____
_____ Office _____ - _____ - _____

FROM: _____, WebMLS Date: _____

BUYER: _____ Lender _____

PROPERTY: _____

SELLERS: _____

Please call seller to get SS# at: _____

____ Married ____ Single ____ Pending Divorce

- 1. Prepare deed for seller? yes / no
- 2. Please overnight a deed & POA to sellers for me, Larry A. Whited or Kathy McCormick, to sign for them to: _____

- 3. Split commission checks: Sale Price \$ _____
_____ % \$ _____ to _____
_____ % \$ _____ to WEBMLS, Inc.

4. Credit earnest money \$ _____ to _____

5. Prepare check for \$ _____ to _____ (paid by.. Buyer / Seller) **for warranty**

6. Over night the sellers proceeds check and HUD (charge seller overnight fee) to: _____

7. Please order payoffs and HOA statement from the following:

Home Owners Association _____ Phone _____

1st Mortgage
Loan # _____ Phone # _____

2nd Mortgage
Loan # _____ Phone # _____

3rd Mortgage
Loan # _____ Phone # _____

8. **Other** _____

9. **Please fax HUD to _____ at (_____) _____ or email to**

*** _____ 24/7 Direct (_____) _____ ***