

Pre-Closing: Coming down to Crunch Time!

Once offer is accepted – it is now a contract!

- Earnest money & copy of contract deposited into escrow account with Title Co. or Attorney's office
- An original of the contract must be sent to mortgage
- Home inspections will need to be completed
- Ask agent for list of suggested inspectors (interview by phone & then decide)
- Accompany inspector & take notes (create list of filters / service intervals on the appliances)
- Insist that items important to you be included in the inspection report
- Obtain copy of inspection report (usually within a few days of inspection)
- Create prioritized list of initial repairs requested by buyer & 'Inspector Recommended' repairs
- Make one list & prioritize (it's up to the buyer to decide which repairs must be addressed by Seller, get input from your agent). Submit this list to seller's agent for bids
- Appraiser from mortgage co. will inspect property (not the same as Certified Inspection)
- House needs to appraise at or above price you agreed upon
- Appraiser will make "Lender's Required List of Repairs" to Selling Agent
- Repairs to be completed ****up to the cash amount agreed to in contract****

Those repairs exceeding that amount could:

- Be negotiated at 50/50 or some other split
- Buyer could pay or seller could pay
- Repairs not done
- Request release from contract (it's only a request – must be in writing & could be denied)

Once repairs are completed: Lender /Appraiser should be notified for re-inspection of the new repairs.

TIP: A certified check is required for your closing costs. Arrangements should be made at least 48 hours in advance if you plan to have the money wired from your bank to another location. It is not uncommon for the Title Company or Attorney to provide you with the exact closing amount the day before or the day of closing. If you do not receive the final closing figures, go with the Good Faith estimate. Actual closing costs can vary as much as \$500-\$1000 either way. If there is a shortage in the amount you prepared for, a personal check will be acceptable to make up the difference. If there is an overage, the Title Company or Attorney's office will refund the difference.

One Week Before Closing:

- Follow-up with agent, agent should be checking with Title Co. for the following:
- Any liens on the property (i.e. A/C repair that was not paid & repairman put "Mechanics Lien" on house)
- If there are any liens, they should be resolved before closing
- What types of easements are on the property, any that we were not aware of?
- Arrangements made for insurance on new home (i.e. home, hazard, flood, belongings, etc)
- Calculate final closing figures (how much you will need to bring to the closing table)
- Final walk-thru with agent
- Are repairs completed
- * Especially important with new construction: i.e. is all painting finished?
- Get an agreement in writing from builder of things that need to be done before & after closing

Two Days Before Closing:

- Confirm that all repairs are completed & to your satisfaction
- Make sure that Title Co. has copy of insurance (home, hazard, flood...)
- Septic tank clearance
- Lender has signed off on repairs performed
- All title issues are resolved
- Easements & descriptions are disclosed
- Verify closing date & possession date & time
- Coordinate with movers the possession date & time
- Mortgage Closing Package should have been received by Title Co. or Attorney (must have for closing)
- Survey should be completed