

# AGENT PRE-CLOSING CHECKLIST

## LISTING AGENT CHECKLIST

- Contract and Earnest Money delivered to Rattikin Title (Dated, Fully Executed and Receipted). Note: If Metes and Bounds legal description, include copy of Sellers Warranty Deed.
- Payoff information provided (Company, Address, Loan Number and last 4 digits of SSN).
- Old survey delivered to Title Company, if application (with T-47).
- Advise Title Company of marital status. If divorce, estate or liens involved, advise Closer.
- HOA, if applicable.
- Review Commitment.
- Curative title work complete.
- Repairs completed (all invoices and receipts to Title Company).
- After loan approval, set date and time of closing with Lender. Advise Seller and Closer.
- Deliver Commission Disbursement Agreement to Rattikin Title.
- Review Closing Disclosure prior to closing. Advise Seller.  
Note: Advise seller to bring voided check to closing for wiring, if receiving seller proceeds.
- Congratulations on your closing! Discuss delivery of commission check with Closer.

## SELLING AGENT CHECKLIST

- Contract and Earnest Money delivered to Rattikin Title (Dated, Fully Executed and Receipted). Note: If Metes and Bounds legal description, include copy of Seller's Warranty Deed.
- Contract Rattikin Title with new Lender name, loan officer or processor, e-mail address and phone number.
- Advise Title Company of marital status. If divorce, estate or liens involved, advise Closer (include last 4 digits of SSN of all parties with full legal name[s]).
- Inspections ordered.
- Obtain loan application from Purchaser.
- Home Warranty (Name of Company and agreed amount).
- Confirm hazard insurance ordered by the Purchaser and advise Closer.
- Forward termite inspection to Rattikin Title, if VA loan.
- Set date and time of closing with Closer.
- Deliver Commission Disbursement Agreement to Rattikin Title.
- Review Closing Disclosure prior to closing. Advise Purchaser.  
Note: Advise Purchaser to bring Cashier's Check payable to Rattikin Title or wire closing funds to Rattikin Title after verification of wiring instructions. Advise Purchaser to bring valid government issued photo ID to closing.
- Congratulations on your closing! Discuss delivery of commission check with Closer.

### **WARNING ! WIRE FRAUD ADVISORY - CALL BEFORE YOU WIRE!**

- Wire fraud schemes involve Business Email Compromise.
- If you receive an email or any other communication containing wire transfer instructions from Rattikin Title Company or any other source, call immediately to voice verify the information prior to sending funds.
- Rattikin Title Company **WILL NOT ALTER WIRING INSTRUCTIONS** - any communication to change them should be considered fraudulent.