

CHECKLIST AND TIPS

A SMOOTH LOAN CLOSING

- 1) Make sure you are aware of the Lender's requirements and that you have or will be able to satisfy by the Close of Escrow. Direct your questions or concerns regarding Closing to your Loan Agent.
- 2) Be sure that you have given your Loan Agent and Escrow Officer the contact information for your Fire Insurance Agent and that the Evidence of Insurance has been ordered.
- 3) You will need to bring a Cashier's Check or Certified Check for the outstanding funds to close to your Signing Appointment or deliver it directly to the Escrow Company. Your funds to close must be from an asset account that you have already disclosed and verified to the Lender. Get the exact amount of the balance due from your Escrow Officer by telephone before your appointment. The check should be made payable to the Escrow Company handling your transaction.
- 4) Always inform your Loan Officer if you are planning to transfer or move money around between accounts. This can create an additional, time consuming obstacle that could have been resolved with a phone call to our office. In the event that you wish to wire transfer funds from another Escrow Company or make a wire transfer from one of your verified accounts, 1) notify your Loan Agent and 2) notify the Escrow Officer in advance to make arrangements.
- 5) If you are using a Power of Attorney, notify your Loan Agent and Escrow Officer. Both, the Title Company and Lender need to approve a notarized copy of the Power of Attorney prior to signing Loan Documents. You should schedule an appointment with your Escrow Officer to sign the Power of Attorney one to two weeks in advance.
- 6) Please bring your valid Driver License or Passport to your Escrow Signing appointment. Your identity can be verified by the notary public.
- 7) Decide how you wish to hold title to your new home. You need to make this decision prior to the Lender drawing Loan Documents. You may want to consult your Attorney, Accountant, or Escrow Officer before making a decision. Click the link for a list of the common [types of property ownership](#).