

# PRE - CLOSING CHECKLISTS

**Austin Title will be your closing office for this transaction. In order to make sure your closing goes smoothly, we've outlined a few things that will help prepare you for the big day and beyond.**

- If the parties to the contract have agreed to use a prior survey, present it to Austin Title for review when the contract is receipted.
- Request HOA information. This helps us support you in meeting contract deadlines.
- It will be necessary to bring your spouse to closing, even if they are not on the loan. They will still have a few things to sign the day of closing. If there's been a divorce or remarriage during the ownership period, please inform your escrow officer.



- We will have to have a U.S. issued valid id. This includes driver's licenses, identification cards issued by the department of public safety, or a U.S. passport. It must be current, have a picture and signature.
- If you have special circumstances, ie: Foreign language, hearing impaired or unable to attend closing, we must be notified immediately.
- If using a power of attorney, your lender and title company must be notified immediately to obtain approval of use. We'll need the original document at closing and are legally required to contact the person granting the power of attorney on the day of closing.
- Inform your closer if the transaction is linked to another closing, e.g., if the Sellers need the proceeds quickly for a purchase, or if the Buyer's funds are coming from another closing.
- If you will be unable to attend the closing, we will make arrangements for a notary service to come to you. The fee for this service is generally around \$150 per signing depending on the state. WE MUST HAVE THE ORIGINAL SIGNED DOCS BACK IN OUR OFFICE ALONG WITH ANY BUYER FUNDS AND LENDER FUNDS BEFORE FUNDING.
- When possible, avoid planning your closings for the last few days of the month. You will enjoy more options as to closing appointments and last minute changes or issues will be easier to take care of.
- Any money necessary for closings costs will need to be in the form of a wire or cashiers check.

# POST - CLOSING REMINDERS

- File for your homestead exemption Jan. 1st thru April 30th. You will need to have your driver's license address match the property address.
  - You will receive a letter in the mail stating pay them \$35.00 to file for your homestead. It is FREE to do this so please don't pay anyone to do it for you.
  - You will receive a letter from the county that looks very official asking you to tell them what you paid for the house. Do not fill this form out and send it back to them. They can raise your taxes if you paid more than what they have it appraised for.
  - You will get something in the mail asking you to pay to get a certified copy of your deed. Do not pay this. We will give you the original and if you ever need a certified copy it is \$24.00 at the county.
  - Once you are settled remember if you know anyone buying or selling to refer them to your agent. They worked hard to get you into your dream home.
- Enjoy your NEW HOME!!!**



If you have any questions about any of the items listed above, please contact your Austin Title Escrow Officer. If you would like additional information pertaining to taxes, utilities, relocation resources or anything else please visit our website at [www.austintitle.com](http://www.austintitle.com).

This product is being provided as a general service to the community at large without the condition of the referral of title insurance business. Austin Title makes no express or implied warranty with respect to the information contained herein and accepts no liability for the consequences of any actions taken on the basis of said information.

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