

Help facilitate your client's closing!**Include these items when you forward the sales contract to the attorney**

- The legal names & middle initials of the purchasers
- The correct property identification such as lot, block, & section, map page number, or other legal description, & the correct mailing address
- Social Security Numbers of both the buyers & the sellers
- Purchasers' contact numbers : home/ daytime / cell / and email
- Purchaser's present address
- Disclosures and Addenda
- Purchasers' mortgage company, loan officer & telephone number
- Sellers' attorney and telephone number
- Homeowners Association contact person & telephone number
- Listing & selling agents' names, numbers, commission total & breakdown
- Contact name & numbers for: Buyers' Homeowners Insurance and Home Warranty companies; Sellers' termite, well & septic, & House inspectors
- Administration and/or other fees: amount to be paid & responsible party

Other helpful hints:

- Allow maximum time for the attorney to gather information and prepare documents by faxing a legible sales contract with the closing request as soon as possible
- Assist the purchaser with procuring homeowners insurance well in advance of the closing
- Alert the closing attorney to any unusual circumstances, such as a Power of Attorney, out-of-town sellers, etc.
- Remember that some lenders restrict rent back agreements and repair credits

