

CLOSING CHECKLIST FOR REALTORS

Pre-Contract Stage

- Confirm the property is ready for sale (repairs, staging, etc.)
- Ensure all necessary disclosures are completed (e.g., Property Disclosure Statement)
- Verify the seller has clear ownership of the property (reach out to In Escrow Closing Company for a preliminary title search if needed).

Contract Execution

- Review the Purchase Agreement for accuracy and completeness.
- Confirm all parties have signed the agreement.
- Submit the fully executed contract to In Escrow Closing Company for processing.
(Email: christie@inescrow.net / Phone: (352) 756-4085)

Title and Escrow Services

- Order a Title Search with In Escrow Closing company to uncover any liens, judgements, or title defects.
- Provide necessary documentation for title insurance (e.g., prior title policies, surveys).
- Review the Title Commitment provided by In Escrow Closing Company (delivered in as little as three days). *Christie Mihm will assist in resolving all issues effectively.*

Inspection and Appraisal

- Schedule and complete the home inspection.
- Provide the client with a copy of the final Closing Statement.
- Request a testimonial from the client to showcase your excellent service.

- Confirm the loan approval and notify In Escrow Closing Company of any updates.
- Provide the lender with In Escrow Closing Company's contact details for seamless coordination.

Pre-Closing Preparation

- Confirm the Closing Disclosure is prepared and reviewed by all parties.
- Arrange for any required property surveys (In Escrow Closing Company can assist with ordering or reviewing surveys).
- Verify that all repairs or contingencies have been completed.
- Schedule the final walkthrough with the buyer.

Closing Day

- Verify all required documentation is ready for signing (In Escrow Closing Company will prepare and review documents).
- Ensure all parties (buyer, seller, agents) have the correct time and location for the closing.
- Confirm wire transfer with In Escrow Closing Company for safe and secure fund disbursement. (Note: In Escrow Closing Company also provides online notarization services for remote closings.)
- Bring all necessary identification and documents (e.g., ID's, Power of Attorney, if applicable).

Post-Closing

- Ensure the deed is recorded and all funds are disbursed (handled by In Escrow Closing Company).

In Escrow
Closing Company

2848 Tremont Drive
Eustis, FL 32726
Office: (352) 756-4085
Email: christie@inescrow.net
Website: <https://www.inescrow.net>