

## **SELLER GUIDE TO AVOID CLOSING/FUNDING DELAYS**

### **Inspection/Repair Bills**

Invoices for property inspections and repairs are typically paid through settlement in order to assist in creating a permanent, written accounting record of the transaction. Please provide those items to your closer at your earliest convenience.

### **Loan Payoffs**

Provide us with your current loan information so that we may order your payoff in time for closing. We will need the loan servicer's contact information, account number and typically the last 4 digits of your social security number.

### **Property Taxes**

We prefer to collect and pay amounts due for ad valorem property taxes through closing. Alternatively, you may pay them prior to your settlement date, but will need to provide us a paid receipt as early in the process as possible.

### **Escrow Refunds**

Escrow/impound reserves held by your lender will NOT typically be netted from your loan payoff calculations. Your lender will refund escrow "overages" after your payoff funds have posted and an analysis of your escrow/impound account has been completed. This process typically takes 2 – 4 weeks.

### **Power of Attorney**

If you intend to utilize a Power of Attorney at closing, please know 1) the P.O.A. must be reviewed and approved by the examining title attorney prior to closing, 2) if P.O.A. is not previously filed of record with the applicable County Clerk, it must be presented in its original form for recordation, and 3) we must contact the principal (person granting) immediately prior to closing to ensure they are alive and haven't revoked the P.O.A.

### **Out of Town "Mailouts"**

If any documents must be mailed or emailed out for signature, please know 1) all documents must be executed exactly as requested, and 2) those documents requiring notarization must be properly acknowledged/subscribed. Our process typically involves emailing the closing documents for remote printing and having those signed/notarized original documents returned via overnight delivery.

### **Marital Status**

If you are individually vested in title, but married, please know Oklahoma Title Examination Standards require your spouse to join in the execution of the deed of conveyance. Additionally, if divorced since acquiring the subject property and those proceedings were conducted within a county other than where the subject property is located, we will need to obtain a copy of your divorce decree for review.

**Things to Bring to Closing**

Please bring a state issued driver's license or other photo identification to closing. You will also be asked to provide the tax identification number (SSN, EIN, TIN, etc.) pertaining to the selling individual(s) or entity.