

What is a “Courtesy Closing”?

Life (and closings) can get complicated. Sometimes clients are out of town and unable to attend the closing in person. Such situations might be suitable for a “courtesy closing”, wherein the client(s) would execute documents at some otherwise remote title/closing company. The closing agent would request a “signing” appointment with the “courtesy closing” agent, who is conveniently located near your client and is well-versed in the documents, closing process and industry standards/requirements. Security Title Service both requests “courtesy closing” services from other title agents as well as acts as a “courtesy closer” from time to time.

While convenient, “courtesy closings” require excellent communication and understanding by and between the parties involved. The following highlights some important differences between these two roles:

Closing Agent

- The closing agent sets the closing date and time.
- The closing agent is familiar with the details of the transaction.
- The closing agent prepares and circulates closing documents, including the Closing Disclosure/Settlement Statement and the deed of conveyance.
- The closing agent receipts and disburses ALL funds relating to the transaction. *Note: Each closing agent office has their own rules/procedures regarding funding. Be sure you and your client have a clear understanding of these funding requirements.*

“Courtesy Closing” Agent

- The “courtesy closing” agent does NOT set the closing date and time.
- The “courtesy closing” agent does NOT prepare ANY closing documents.
- The “courtesy closing” agent does NOT receipt or disburse funds relating to the transaction.
- The “courtesy closing” agent DOES 1) witness the execution of client’s signature on the closing/loan documents, 2) completes any and all notary duties and 3) ships the signed/notarized original documents to the closing agent.