

# Settlement Checklist For Buyer Clients

Name of Settlement Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date/Time of Settlement \_\_\_\_\_ at \_\_\_\_\_

## 14 Days Prior To settlement

\* Purchase Home Owners Insurance (a.k.a. Hazard Insurance) The lender will require that you have adequate replacement-value coverage on the improvements. Talk to your insurance agent to see if you need additional coverage for personal belongings.

\* Call all ancillary service providers and setup new account effective the date of settlement. (i.e. utility company, cable/satellite tv, phone, gas/oil, etc.) This will ensure no delays in service.

\*Confirm with moving company date of settlement/or effective move date. Unless otherwise agreed to, the previous owners have until 11:59pm to have all of their belongs moved out of the house.

\*Confirm with your mortgage provider an estimate of what monies you will need at closing in Certified Funds, and make certain that in the event you are getting closing money from other investment accounts, that you allow enough time for those funds to post.

## 3 Days Prior To Settlement

\* Prepare for final walk-through. The seller is responsible to clear all trash out of the house, and have it vacuumed/broom swept on the date of settlement. I suggest to all buyer clients to prepare a checklist of all repairs that were required to be performed pursuant to the home inspection addendum, so that at the final walk-through we can focus on those items.

\* Prepare for the seller a list of questions relating to functional aspects of the house. The transition for you can be a lot easier if you are aware of "how your house operates."

## 24 Hours Prior To Closing

\* Confirm from lender the exact amount of certified funds you will need for closing, and get funds in that amount from your bank. Make certain those funds are Certified Funds, have the check made out to yourself.

\* Bring to settlement: photo id, certified funds, paid receipt (Hazard Insurance) plus...your list of questions for the seller(s).

Other Documentation \_\_\_\_\_