



## Seller Closing Checklist

### How to Prepare for Your Closing

- ✓ Complete the seller information form, and return it to Atlas-Heritage.
- ✓ Provide your current mortgage information to Atlas-Heritage. We need it to obtain payoff information, which must be known before your sale can occur.
- ✓ If you have a private mortgage on your property (not through a bank), both the payoff amount and a signed recordable discharge must be provided to us no less than seven (7) days before the anticipated closing date. Funds cannot be disbursed until your private mortgage is paid-in-full, and a discharge is received.
- ✓ Freeze any line of credit accounts (equity lines) to prevent any future advances.
- ✓ If Atlas-Heritage is not preparing the deed, a copy of the proposed deed must be forwarded to us no less than seven (7) days before the anticipated closing date. Otherwise, we'll be unable to confirm a final closing date.
- ✓ Inform us, if you intend to close your sale remotely (mail-away). If closing remotely, Atlas-Heritage must have your paperwork before the sale date. We make it easy for you! We provide a prepaid shipping label as part of the closing package we send to you.
- ✓ We want to disburse funds accurately and quickly. Inform Atlas-Heritage if you require a bank check or wire for your proceeds.
- ✓ Collect your legal photo ID: Driver's Licence, Non-Driver Identification, or passport. You'll need to bring it to your closing.

### What to Expect During Your Closing

- Arrive at your closing, and meet your closing specialist. Your real estate agent, the seller's real estate agent, and the seller might also be in attendance.
- Sign all your documents. If you have any questions, ask your closing specialist.
- Your closing specialist will review the paperwork, notarize your signature, and collect and disburse funds.
- Congratulations! You've sold your property.