



## Seller Closing Checklist

### How to prepare for your closing:

- ✓ If Orchard Title 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.
- ✓ Provide your current mortgage information to Orchard Title. 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 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.
- ✓ Complete the 1099 tax form that is required by the IRS, and provide your forwarding address to Orchard Title.
- ✓ We want to disburse funds accurately and quickly. Inform Orchard Title of your preferred split for seller proceeds.
- ✓ **Freeze any line of credit accounts (equity lines) to prevent any future advances.**
- ✓ Inform us, if you intend to close your sale remotely (mail-away). If closing remotely, Orchard Title 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.
- ✓ 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, and notarize your signature.
- Congratulations! You've sold your property.