



SELLER CHECKLIST

BEFORE CLOSE

Please send your Eastland Title Escrow Officer;

- Contact information: all phone numbers, email addresses and mailing address if different than property being sold
- Social Security numbers for all people who are legally attached to the property
- Forwarding or temporary address
- Mortgage information including loan numbers and contact information for the lender
- The HOA's contact information, if needed
- Current survey with affidavit if available
- Home Warranty information if warranty is being transferred
- If you got married after the purchase of home, the spouse will need to be at the signing
- If you got divorced and the divorce was granted in another county than the county you are in, you will need a certified copy of the divorce decree
- If you pay delinquent property taxes before closing, you will need to provide an original tax receipt or that amount will be withheld from the sales proceeds until payment is confirmed

PLEASE CONTACT YOUR ESCROW OFFICER IF:

- The property is not your homestead
 - You will not be present at the signing and intend to use a Notary.
 - You will not be present at the signing and intend to use a Power of Attorney
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