

## Buyer's Checklist

- Identification** – two forms of identification, one id must be a State issued driver's license or other government issued identification
- Original Powers-of-Attorney** to be used at closing\*
- Checkbook** to pay for items not included in estimates given prior to closing
- Collected funds** for any monies due in the form of a bank check, cashiers check, certified check, money order or wire
- Original homeowner's insurance policy** with paid receipt showing coverage fulfilling lender requirements (without a paid receipt the premium will be collected at closing)
- Other original documents **required by lender** including, but not limited to, proof of sale of previous residence, proof of sale of stock, pay stubs, gift letter
- Invoices** to be paid at closing\*\*

## Seller's Checklist

- Identification** – two forms of identification, one id must be a driver's license or other government id
- Original Powers-of-Attorney** to be used at closing\*
- Collected funds** for any monies due in the form of a bank check, cashiers check, certified check, money order or wire
- Original title insurance policy**
- Invoices** to be paid at closing\*\*
- Original termite letter** with paid receipt (without a paid receipt, the fee will be collected at closing)
- Social security number**
- Forwarding address and new phone number**
- House keys, garage door openers, and owner's manuals for appliances**

\* Please Note: Powers-of-Attorney must be pre-approved by title company, lender and attorney.

\*\* Please Note: Invoices must be pre-approved by lender.

