

LISTING AGENT'S CHECKLIST

- Power of Attorney (POA)** - If any party will not be able to attend settlement, a POA will need to be used. We would be happy to prepare a POA and coordinate the execution. If a POA is already in existence, please fax it to us as soon as possible for our review.
- Divorce** - If the sale is part of a divorce, please notify us so that we may be prepared to handle any special funding requirements or avoid any obstacles at settlement.
- FHA Payoffs** - All FHA loans need to be received by the existing lender on the first day of the month. To avoid paying the next month's interest we advise scheduling settlement several business days prior to the end of the month.
- Lenders** - Provide us with the names, account numbers and telephone numbers of all lien holders, including banks, mortgage companies, home equity credit lines, utility lenders financing appliances on the gas bill and/or judgment creditors.
- Homeowner's/Condo Associations** - Provide us with the name and telephone number of the management agent.
- Bankruptcy** - If any of the owners is in bankruptcy, contact us immediately. Court orders will be necessary to transfer title.
- Water Meter Readings** – Except for condominiums with the water bill included in the condominium fee, the final water bill will need to be ordered. For Maryland Properties, bring the inside and outside water meter readings to closing. Each reading is 7 digits (including "fixed" zeros). Note: some older properties require WSSC to read the meter in the yard.
- ID and Social Security Number** – Please have the Sellers bring a photo identification (driver's license or passport) and their social security number to closing.
- Walk-through Issues** - Please notify us as soon as possible after the walk-through of any unresolved issues so that we may help try and resolve them prior to settlement or at least be prepared to address the issues at settlement.
- Estates** - If one of the parties is no longer living, copies of the will, Letters of Administration, Court Orders, Death Certificates, and proof of payment of State and Federal Estate Taxes may be required before settlement can occur. In such case, please contact us to obtain a list of requirements.
- Corporation, Trustee, Joint Venture or Partnerships** - In the event title to the property is held under any of these categories, special requirements and documents are usually necessary before settlement can occur. Please contact us.
- Directions**. We will be happy to provide directions to our offices and parking information.
- Miscellaneous circumstances that would be helpful to know in advance.**
 - A. If a party is unable to attend closing but wants to sign papers personally in advance of settlement.
 - B. Bills to be paid at settlement (it would be helpful if we had copies of the invoices prior to closing).
 - C. Special disbursement instructions such as assignment of funds requirement or split proceeds requirement or wiring instructions.
 - D. If a Homeowners Warranty has been offered in this case, please provide the name of the warranty company, the cost of the policy and the person paying for it