

## PURCHASER'S SETTLEMENT CHECKLIST

- Surveys (Location Drawings) – Unless the property you are buying is a condominium (we don't need a survey for a condo)**  
**PLEASE RETURN LOCATION DRAWING APPROVAL FORM IMMEDIATELY. THE FORM WAS PROVIDED IN YOUR WELCOME LETTER.**
- 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.
- 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.
- Homeowners Insurance** - Contact your insurance agent to order the homeowner's insurance soon after you make loan application. The lender will require the insurance prior to closing. Please advise us of the name and telephone number of the insurance agent and insurance company.
- Termite Report** – For all properties except for Condominiums above the 2<sup>nd</sup> floor, Please coordinate with your real estate agent to order a termite inspection no less than 15 or more than 30 days before settlement. Your real estate agent can recommend termite inspection companies and can order the inspection for you, if you ask them to do so. Some lenders will require the termite report prior to closing. **VERY IMPORTANT!! WE NEED TO HAVE THE REPORT AND BILL AS SOON AS POSSIBLE BEFORE SETTLEMENT.**
- ID and Social Security Number** - Please bring photo identification (driver's license or passport) and your social security number to closing.
- Water Meter Readings** – For Maryland and DC Properties, except for condominiums with the water bill included in the condominium fee, the final water bill will need to be ordered because it is a lien. For Maryland Properties, please 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. Normally, the Sellers will order a final water bill, but if the property is vacant, you or your agent will need to obtain the final reading. Bring the final readings to settlement so that we can obtain the final bill. The final bill should be sent to our office.
- Cashiers Check** The contract requires that your funds at settlement be in the form of a wire, a certified check or a cashier's check. If we can get lender's figures, we can provide the exact figure a couple of days prior to closing. The Lender' estimate can be used if figures are not available.
- Directions.** We will be happy to provide directions to our offices and parking information.
- Corporation, Trustee, Joint Venture or Partnerships** - In the event title to the property is to be held under any of these categories, special requirements and documents are usually necessary before settlement can occur. Please contact us.
- 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) If you need wiring instructions.



## LOCATION DRAWING APPROVAL FORM

In connection with your purchase or refinancing of the property located at:

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**Address:**

By regulation in the State of Maryland, you as the consumer, have the right to choose between two different types of surveying products. Please review our brief explanations before you decide which product is best for your current situation.

**LOCATION DRAWING:**

This drawing will show the approximate Location of Improvements on the subject property after a brief field examination of the Lot or Parcel. This product does not identify Boundary Lines on the ground, is generally less accurate and less expensive, but will usually prove satisfactory for the purposes of purchase or refinancing.

**BOUNDARY SURVEY WITH LOCATION DRAWING:**

This type of survey provides you with a drawing of the improvements based upon a more complete and accurate survey of the subject property. The results of this type of survey will accurately determine the location of boundary lines and will include field monumentation of boundary corners. The final drawing is more accurate and can generally be relied upon for more detailed usage such as the design and/or construction of future improvements (additions, garage, fence lines, etc.).

**PLEASE CHECK APPROPRIATE LINES**

I/We agree to the preparation of a Location Drawing for our settlement. We have read and understand the basic differences between the two products. We realize that unless some unusual circumstance or problem is revealed during its preparation; this type of drawing should be all that is required for settlement. **A Location Drawing (Only) will cost approximately \$200.00 to \$225.00.**

I/We request that a Boundary Survey be performed that will include a location drawing for settlement purposes. We understand that this will include the establishment of boundary corner markers that are based upon a more complete and accurate survey. We further understand that this type of survey may not be needed for settlement purposes and that this request will **increase the cost of surveying services.**

We understand that our signature indicates the authorization to perform the surveying services checked above and payment is expected even if the Real Estate Transaction is not completed.

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Purchaser Signature

Date

File #:

**PLEASE COMPLETE AND RETURN OR FAX AS SOON AS POSSIBLE:**

Home Team Title, 11300 Rockville Pike, Suite 1015, Rockville, MD 20852

**FAX: 301-468-6212**