

SettlementOne

Title & Escrow

AGENT CHECKLIST

- SettlementOne Title & Escrow, LLC respectfully requests that the Buyer's and Seller's Agents review the appropriate checklists with their respective clients to ensure all required steps have been completed in advance of the settlement date.
- If there is a Homeowner's Association or the property is a condominium, please arrange to have the HOA/Condo Association documents delivered to the Buyers for review.
- Please arrange to have a copy of the Termite Inspection Report faxed to us before closing, and bring the original inspection report to settlement. Lenders typically require that we include the original termite report when returning their loan documents. If SettlementOne is to collect for the costs associated with the termite inspection, please advise us of this fact in advance of closing.
- Please ensure that you have coordinated a mutually agreeable time prior to settlement for the walk-through inspection to be conducted. Allowing time for a complete walk-through inspection prior to closing can help minimize last-minute issues and ensure the settlement will proceed in a smooth and timely fashion.
- If the Buyer's Agent is holding an earnest money deposit in excess of the commission due, please make sure that you bring a check for the excess amount with you to settlement. The check should be made payable to "SettlementOne Title & Escrow, LLC."
- In the event that the scheduled date for closing should need to change for any reason, please make sure that you keep in close contact with your personal Settlement Service Representative at SettlementOne to make sure that both the survey and title report are updated in a timely fashion so as to facilitate your new settlement date.
- Prior to the closing date, the Buyer's Agent should check with the Buyer's Lender to ensure that the Homeowner's/Hazard Insurance Policy, or Master Insurance Certificate if the property is a condominium, has been received by the Lender. This will help ensure there are no last-minute Lender issues that might delay the scheduled settlement date.
- Please remember that SettlementOne is not privy to the listing agreement relating to any given transaction. As such, we will automatically proceed along the "standard" guideline of utilizing a 3% - 3% commission split unless specifically instructed otherwise prior to closing.