

SettlementOne

Title & Escrow

SELLER'S CHECKLIST

- Please provide SettlementOne Title & Escrow, LLC with each Seller's Social Security Number (or the Tax ID number if the Seller is not an individual) and the forwarding mailing address for each Seller.
- Along with each Seller's Social Security Number, please provide the Name, Telephone Number and Account/Loan Number for any and all mortgages or Home Equity Lines upon your property. We will use this information to obtain a written "payoff" letter from your Lender, which will be needed in order to conduct the settlement upon your home. **Please Note:** Once the settlement process is underway, please immediately advise SettlementOne if you should need to utilize any amounts available on a Home Equity Line of Credit. Since we need to maintain accurate and up-to-date payoff information for all loans secured on the property, your failure to keep SettlementOne apprised of this information may significantly delay the settlement process.
- Please provide SettlementOne with the name and address of your Homeowner's Association, if applicable, or in the case your property is a condominium, the name and address of the Management Agent to whom you pay your condominium fees. If there is a specific account number associated with your HOA/Condo fees, please provide this information as well.
- If you have a copy of your Owner's Policy of Title Insurance and the survey you received when you purchased your property, please provide SettlementOne with a copy of these documents. This information will assist us in making your settlement even easier and may lead to reduced settlement expenses.
- You will need to forward SettlementOne a copy of your most recent water bill and proof that the bill has been paid. SettlementOne will request a final water reading and then order a final water bill, which will be paid on your behalf from the settlement proceeds after closing. If your water meter is located inside of the home, please call the water company directly to arrange for a mutually convenient date and time for them to come inside to read the water meter. This will avoid the need for an escrow at settlement to secure payment of the final water bill.
- Your Real Estate Agent has probably already advised you that a termite inspection will need to be conducted on the property. Please ensure the termite inspection report is delivered to the Buyer's agent and the Buyer's Lender in advance of settlement.
- As a part of preparing for the actual closing, SettlementOne will be ordering a title report on your property, which will reflect all recorded liens and any potential defects or problems in the chain of title. If such issues arise, the current property owners are often a good source of information to aid us in clearing title. As such, we ask that you please provide us with appropriate

means to stay in contact with you; especially if you may be traveling or otherwise difficult to reach prior to the closing date.

- You should advise all appropriate utility companies (e.g.: your Electric, Natural Gas, Water & Sewer, Telephone, Cable and other providers) as to the pending sale of your home and the anticipated settlement date.
- As the Seller, you should also advise your homeowner's insurance company of the closing date and request a pro-rata refund of your hazard insurance premium.
- It is customary for all Sellers to be present at closing. Moreover, even a non-selling spouse should be present if the property is located in the District of Columbia (for dower reasons, the District of Columbia requires spouses to sign on all deeds, even if they are not on the title). In the event all Sellers (and spouses in the District of Columbia) will not be able to attend the settlement in person, please contact SettlementOne immediately. In such an event, SettlementOne will draft, for a nominal fee, the requisite "Power of Attorney" which will need to be executed by the non-attending party before a Notary Public. The original "Power of Attorney" will need to be returned to SettlementOne for inclusion with the settlement documents.
- Please ensure that you bring photo identification with you to settlement. This documentation is required by our title insurance underwriter and settlement will not be able to progress in a timely fashion if all necessary items are not available at the commencement of the closing.
- As title to the property will transfer at the closing, please ensure you bring with you all house keys, alarm system codes/information, garage door openers, parking garage keys/pass cards (if a condominium), warranties on any new appliances, and the like to settlement.
- Following the completion of your closing, SettlementOne will payoff your existing mortgage from the proceeds of the closing, along with any other existing liens upon the property. When we payoff the mortgage, your existing mortgage Lender will be required, by law, to refund any escrow amounts they are currently holding. SettlementOne suggests that you mark a date on your calendar that is three to four weeks after settlement for receipt of these funds. If you have not received these funds within the referenced 3-4 week period, you should contact your Lender directly.