

# Buyers Checklist



## **PRIOR TO CLOSING:**

- ✓ Provide a fully executed contract to the title company.
- ✓ Provide another copy to the mortgage company which has been received by the title company.
- ✓ Call the mortgage loan officer and arrange to make loan application.
- ✓ Inspections of the property must be performed during the time limits set forth on the Property Condition Addendum to the earnest money contract.

## **REQUIRED AT CLOSING:**

- ✓ A cashier's check which meets "good funds" requirements, must be made payable to the title company and is required at closing. The title company must have your mortgage company's closing instructions to prepare the Settlement Statement (HUD) and cannot give you a figure prior to receiving the closing instructions.
- ✓ Bring your valid driver's license or other government issued picture identification with you to closing.
- ✓ Ask for keys, garage door opener controls, and other security cards or access cards.

## **AVOIDING CLOSING DELAYS:**

- ✓ Any bills for inspections to be paid at closing **MUST** be provided to the title company prior to closing. A charge paid direct can be shown on the Settlement Statement (HUD) if the title company is advised before closing that you want it shown as POC (Paid Outside of Closing.)
- ✓ If you want to examine your loan documents, please request that the mortgage company provide the documents to the title company at least one day early so that you may have a copy for review. We send a title commitment to you prior to closing for your review.
- ✓ If you will not be present at closing to sign documents and intend to use a Power of Attorney, the following **MUST OCCUR**:
  - We must approve the Power of Attorney prior to closing
  - Your lender must approve it prior to closing
  - The original Power of Attorney must be delivered at closing for recording with the County Clerk
  - We must make contact with you via telephone on the day of closing to be certain you are alive and well and have not revoked the Power of Attorney.

## **AFTER CLOSING:**

- ✓ You will receive from the County Clerk's Office the original recorded Warranty Deed that transferred title to the property to you. Store this document for safekeeping as you may need it in the future for reference purposes.  
**NOTE:** A deed is not like a car title-you do not need the original to the property. Once the deed is recorded, you title is of public record with the County Clerk.
- ✓ You will receive from American Guaranty Title an Owner Policy of Title Insurance. This document should also be stored for safekeeping with your other important papers. Always verify names and legal description on the policy prior to storing for safekeeping.
- ✓ You will receive a coupon book or other instructions about making your monthly loan payments from your lender. If you do not receive the coupon book or instructions in time to make your first payment, call your lender.
- ✓ Make certain to file for your homestead exemption with the various taxing authorities who collect taxes on your property. You must be the owner of the property on January 1st to file for this exemption or other exemptions for which you may qualify, and you may file your homestead exemption anytime between January 1st and April 30th.
- ✓ If your property taxes are being escrowed/impounded by your mortgage company, forward any tax notices you may receive in the mail to your lender so they can pay the taxes in a timely manner.
- ✓ It is the taxpayer's responsibility to be certain that the property is rendered in the taxpayer's name for the upcoming tax year. Contact the County Appraisal District for assistance in making certain this is done.

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