



HEIGHTS  
TITLE, LLC

# Pre-Closing Checklist

There are several important items and documents the title company needs that allow the processing team to get your file ready for closing. To ensure a timely and efficient closing, make sure you have the following items ready in advance.

## Seller Pre-Closing Items

- Contact Information Sheet
- Mortgage Payoff Authorization Letter
- Second Mortgage Payoff Letters
- Property Tax Information
- Original Death Certificate (if applicable)
- Estate Sale (Probate Records)
- Designate Power of Attorney (If applicable)
- Wire Instructions for Proceeds
- Send to [closings@heightstitle.us](mailto:closings@heightstitle.us)

## Buyer Pre-Closing Items

- Contact Information Sheet
- Lender Information
- Homeowners Insurance
- Property Survey
- Designate Power of Attorney (If applicable)
- Wire Instructions for Cash to Close
- Send to [closings@heightstitle.us](mailto:closings@heightstitle.us)

## Refinance Pre-Closing Checklist

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- Contact Information Sheet
  - Mortgage Payoff Authorization Letter
  - New Lender Information
  - Loan Officer Information
  - Property Tax Information
  - Homeowners Insurance
  - Homeowners Association Letter
  - Wire Instructions for Cash to Close
  - Send to [closings@heightstitle.us](mailto:closings@heightstitle.us)

## Corporation Purchase Or Sale Pre-Contact Checklist

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- Contact Information Sheet
  - Articles of Incorporation
  - Operating Agreement
  - Certificate of Good Standing
  - Corporate Resolution Authorizing Signer
  - Send to [closings@heightstitle.us](mailto:closings@heightstitle.us)



## Realtor Pre-Closing Items

- **Personal Information Sheet**
- **Sales Contract**
- **Copy of Buyer Earnest Money Deposit**
- **Sellers Contribution Information**
- **Commission Sheet**
- **Termite Paperwork**
- **Property Survey**
- **Home Warranty Information**
- **Broker Disbursement Instructions**
- **Send to [closings@heightstitle.us](mailto:closings@heightstitle.us)**