

# VIRGINIA STATEWIDE TITLE SERVICES

## Ways to Insure a Smooth Closing!

### Help facilitate closing!

#### **Include these items when you forward the sales contract to the attorney**

- The legal names and middle initials of the purchasers
- The correct property identification such as lot, block, and section, map page number or other legal description, and the correct mailing address
- Social Security Numbers of both the buyers & the sellers
- Purchasers' contact numbers: home / work / cell / and e-mail
- Purchasers' present address
- Disclosures and addenda
- Purchasers' mortgage company, loan officer and telephone number
- Seller's attorney and telephone number
- Homeowners association contact person and telephone number
- Listing & selling agents' names, telephone numbers, commission total and breakdown
- Contact name & telephone numbers for: buyer's homeowners insurance and home warranty companies; seller's termite, well & septic, and house inspectors
- Administration and / or other fees: amount to be paid & responsible party

### Other helpful hints

- Allow maximum time for the attorney to gather information and prepare documents by faxing a legible sales contract with the closing request as soon as possible
- Alert the closing attorney to any unusual circumstances, such as a power of attorney, out-of-town sellers, etc.
- Remember that some lenders restrict rent back agreements and repair credits

