



Checklist for Closing Day

Whether you are purchasing a home or selling a house, knowing what to expect and being prepared at the “closing” can help eliminate stress and result in a pleasant experience. We understand how important this transaction is to you, and we are committed to consistently providing a level of service that prepares you for this final step in your real estate transaction.

Although the settlement process can vary from state-to-state, here are some common items that may be required from you at closing and can help your closing go as smoothly and quickly as possible.

VALID PHOTO IDENTIFICATION

Two forms of identification are typically required at closing, including one of the following:

- Valid U.S. Driver's License or non-driver I.D.
- Valid Canadian or Mexican Driver's License issued by the Official Agency
- Current United States or Foreign Passport
Foreign Passport must have been stamped by U.S. Immigration and Naturalized Service

CASHIER'S CHECK, TREASURER'S CHECK, OR WIRE TRANSFER

In the event you are required to bring funds to closing, we cannot accept personal checks or cash. If you prefer to wire your funds, please contact us for bank routing instructions.

If you will be bringing a proceeds check from another settlement, please contact us to verify the acceptance of those funds - we do not automatically accept all checks.

HAZARD INSURANCE POLICY AND PAID RECEIPT

A hazard policy, also known as homeowner's insurance, with the lender designated as the insured holder of the mortgage, is required on most loans. Evidence of hazard insurance, including a paid receipt, must be provided prior to closing.

ALL PERSONS WHO HOLD TITLE TO THE PROPERTY OR WHO WILL BE PURCHASING THE PROPERTY MUST ATTEND CLOSING TO SIGN DOCUMENTS

State-specific laws may require the spouse of the parties in title, even though their name does not appear on the deed, to sign certain documents when obtaining a mortgage. If anyone is unable to attend closing, contact us to arrange a Power of Attorney or closing by mail.

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Checklist

of Items Needed for a Successful Closing

- » Closing Instructions or Real Estate Broker Worksheet
- » Purchase Agreement
- » Valid Photo Identification
- » Amendments or Addenda
- » All Closing Party Members

If Applicable:

- » Buyer(s) Pre-Approval Letter
- » Home Warranty Application
- » Payoff Authorization to Release Information
- » Association/Condominium Contact Information
- » Copy of Earnest Money Deposit Check and Escrow Agreement
- » Cashier's Check, Treasurer's Check, or Wire Transfer
- » Power of Attorney
(original needed at closing)
- » Divorce Decree and Quit Claim Deed
(original needed at closing, if not recorded)
- » Court Order from Bankruptcy Court
- » Corporation Documents: Board of Resolution, Certificate of Good Standing and Articles of Organization
- » Death Certificate
(original needed at closing)
- » Prior Owner's Title Policy
- » Trust Agreement and Attorney Contact
- » Letter of Authority for Probated Estate
(original needed at closing, if not recorded)
- » Limited Liability Company Documents: Operating Agreement and Articles of Organization
- » Hazard Insurance Policy and Paid Receipt

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IDENTIFICATION REQUIREMENTS AT CLOSING

To help defend against forgery and fraud, state notary laws include requirements that parties signing documents in a real estate transaction to provide acceptable forms of identification. Although specific requirements may vary from state to state, here is a general overview of the type(s) of identification that are typically used to substantiate and affirm identity.

ACCEPTABLE IDENTIFICATION DOCUMENTS

The document must be current and contain the document signer’s photograph, physical description, signature, and bear a serial or other identifying number.

- ✓ Valid Driver's License or non-driver I.D. issued by any state
- ✓ United States Passport
- ✓ Valid United States Military I.D.
- ✓ Valid Canadian or Mexican Driver's License issued by the official agency
- ✓ Foreign Passport stamped by the U.S. Citizenship and Immigration Services (USCIS)

UNACCEPTABLE IDENTIFICATION DOCUMENTS

- ✗ Temporary Driver’s License
- ✗ Driver’s License without a photograph
- ✗ Social Security card
- ✗ Employee I.D. badge
- ✗ Permanent Resident I.D. card

Closing document signatures must match the name that appears on the identification presented. An abbreviated form (John D. Smith instead of John David Smith, for example) may be acceptable. However, deviation is only allowed if the individual is signing with less than and not more than what is on the identification document. If your name has changed, or will change, prior to the closing, documentation must be provided to support the change.

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