

Citywide Title Corp. Closer Checklist

850 West Jackson, Suite #320, Chicago IL 60607

File Number:

Closing Date: _____

Sales Rep:

Funding Date _____

Closer: _____

Borrower: ,

Property Address:

Package Returned:		Before Funding	After Funding
Initials			
Closer	Funder		

		<i>Title Package</i>
_____	_____	Conditions of Disbursement
_____	_____	HUD-1—Prepared by:
_____	_____	Verified Loan Amount, Lender/Broker Fees, Credit Card payments (if any) against lenders instructions
_____	_____	Lenders instructions OK cash back to borrower if there is cash back.
_____	_____	Title commitment
_____	_____	PIA completely filled out
_____	_____	Copy of 1 st Mtg Payoff Letter, POL Transmittal, Fed-Ex Receipt
_____	_____	Collateral Address listed on payoff letter _____
_____	_____	Copy of 2 nd Mtg Payoff Letter (signed closing account if HELOC), POL Transmittal, Fed-Ex Receipt
_____	_____	Collateral Address listed on payoff letter _____
_____	_____	Copy of Other Lien Payoff Letter(s), POL Transmittal, Fed-Ex Receipt
_____	_____	Collateral Address listed on payoff letter _____
_____	_____	TI for title exception _____ for \$ _____
_____	_____	Original Citywide Title Documents
_____	_____	Copy of documents sent for recording
_____	_____	Copy of lenders instructions, insurance, TIL, 1003, notice of right to cancel, Note, Name Aff., and fedex receipt for package
_____	_____	Copy of any funding conditions that were collected at closing per the lenders instructions
_____	_____	Copy of borrower’s ID and seller’s ID or and ID certification form filled. Name on ID matches all documents or Name Aff enclosed
		<i>Recording Package</i>
_____	_____	Deed-grantor (seller) on deed matches title Schedule A-3 exactly
_____	_____	Legal Description and PIN match title exactly
_____	_____	Deed has proper city stamp affixed to it, if necessary
_____	_____	Water and Zoning Cert if property is in city of Chicago (Purchase only)
_____	_____	State/County Transfer Decs completely filled out
_____	_____	Mortgage-all borrowers initialed next to their names on page 1
_____	_____	Legal Description and PIN match title exactly
_____	_____	All Riders are attached to the mortgage that are indicated in the “boxes” on the mortgage
		<i>Accounting Package</i>
_____	_____	Closer payment voucher
_____	_____	Lender funds
_____	_____	Borrower funds
_____	_____	Disbursement sheet with check copies attached and any voided checks (Purchase Only)
_____	_____	IRS 1099 form (Purchase Only)
_____	_____	Copy of Buyer and Seller’s Attorney Business Card

NOTES: _____
