

# Title Transfer Closing Checklist

## Pre-Closing

- Review contract and confirm terms of sale
- Verify property title and ownership
- Order title search and obtain title insurance
- Confirm payment of outstanding taxes, liens, and assessments

## Documentation

- Collect government-issued IDs from both parties
- Prepare and review the deed (warranty, quitclaim, etc.)
- Complete bill of sale and transfer forms as required
- Gather mortgage payoff statement (if applicable)

## Closing Day

- Sign all required legal documents
- Exchange funds and issue receipts
- Notarize deed and other necessary documents
- Provide copies to all parties

## Post-Closing

- Record deed with appropriate government office
- Distribute final settlement statement (HUD-1 or equivalent)
- Inform utility and service providers of ownership change
- Confirm receipt of funds and documents by all parties

