

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

