



Closing Checklist

What we need — and what to think about — to move your transaction to closing

Thank you for choosing Harper Title Company, LLC to close your transaction. We look forward to working with you and your clients to deliver a smooth, timely closing. The items below help us open your file promptly and clear title well ahead of your closing date.

TO OPEN YOUR FILE

- 1 Fully Executed Contract.** Please include all addenda, amendments, exhibits, and any extensions.
- 2 Contact Information for All Parties.** Phone numbers and email addresses for buyers, sellers, agents, lenders, and any attorneys involved.
- 3 Commission Split.** Forward the Disbursement Authorization (DA) as soon as it is available so we can prepare accurate figures.

ITEMS WE MAY REQUEST DURING THE TRANSACTION

- 1 Survey.** Will the buyer obtain a new survey, or will an existing survey be used? If relying on an existing survey, we will need a copy along with any required affidavits.
- 2 Title Clearance Documents.** Depending on how title is held, we may request additional supporting documentation:
 - **Estates:** death certificate(s), probate records, and related estate documents
 - **Entities:** Articles of Organization or Incorporation, Operating Agreement, Certificate of Good Standing, and authorizing resolutions
 - **Trusts:** the trust agreement or a Certificate of Trust identifying the acting trustee
 - **Other:** powers of attorney, divorce decrees, or lien releases, as applicable

Getting these items to us early makes all the difference.

The sooner we receive your documentation, the sooner we can identify and resolve any title issues — long before they threaten your closing date. Questions along the way? Our team is always happy to help.

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