
Step By Step...

1. Order a pre-commitment when you are ready to put the property on the market. This should disclose any title issues you may need to deal with prior to the closing. Submitting a copy of your prior title work will speed things up and save you money.
2. Find a buyer.
3. Buyer and seller complete and sign the sales contract. Seller should collect earnest money, which can be held by seller or by us as the escrow agent.
4. Buyer should apply for a loan with a lender of his choice.
5. Provide Absolute Title with:
 - Sales contract (including address and phone numbers of buyers, sellers, brokers and attorneys)
 - Seller's authorization form
 - Lender identification form
 - Escrow agreement and money (applicable only if we are holding the earnest money deposit)
6. Arrange a closing time. This needs to be coordinated with seller, buyer, lender, and Absolute Title.
7. Prior to closing, arrange:
 - Transfer of utilities
 - Movers
 - Final walkthrough

We will notify you of closing figures when we have received a payoff from the seller's current lender and loan closing costs from the buyer's new lender
8. Bring to the closing:
 - Seller: Photo ID, keys, garage door openers
 - Buyer: Photo ID, proof of homeowner's insurance, certified funds, checkbook, special documentation required by lender (if applicable)
 - Appropriate entertainment for the children if they will be attending.