

Buying and selling a house doesn't need to be an overwhelming event.

This following information is intended to give both Buyers and Sellers some insight into the closing process. We will attempt to make your transaction go as smooth as possible and will try to accommodate the closing date agreed to in your purchase and sale agreement.

Buyer's Obligations

Before we can close your loan we must determine that the Seller has good and marketable title. To do that we must examine the records at the Registry of Deeds, obtain a certificate of municipal liens from Town Hall and obtain a mortgage survey or plot plan.

To help keep the closing on track, you need to:

1. Communicate with your lender to ensure that all conditions on your loan commitment have been satisfied well before the scheduled closing date.
2. Contact us early on to schedule your closing. This is especially important if you want to close on the last Friday or last day of the month as these days can be extremely busy.
3. If you have an attorney, provide us his/her telephone number so that all correspondence can be directed through their office.
4. Once the closing has been scheduled you need to obtain a homeowner's insurance binder and paid receipt (showing a full year's prepaid coverage) at least ten days before closing. The insurance should be at least either the principal amount of your mortgage or full replacement cost coverage, whichever amount is less. Unless your lender has given you different information, the mortgagee clause on that binder should read **exactly** as shown on the lender's commitment letter. Then, your agent can fax the binder directly to our office.
5. Prior to closing let us know if you would like our office to prepare a "Declaration of Homestead" to be recorded on your behalf at the Registry of Deeds. This document is advisable for every homeowner and affords you much greater protection in the event of a lawsuit or claim made against you. The cost for preparing this document is \$50.00, and the recording fee at the registry of deeds is \$10.00.

On the day of closing, you will need to bring your driver's license (for identification) and a certified or bank check made payable to "Lane, Lane & Kelly" or yourself for the balance due. We will let you know the final amount of that check prior to closing. However, we generally receive the lender's final schedule of closing fees only a day or two before the closing. Please call if that timing creates a problem for you. We will do our best to estimate the amount you will need to close.

Seller's Obligations

You will be provided a mortgage loan information and payoff authorization form. This form allows us to contact your current lender(s) and request payoff statement(s) for all outstanding mortgages that we will be paying off. If you have retained an attorney, please provide us with their name and telephone in the space provided at the bottom of the page.

At a minimum, you are required to bring to closing the following:

1. A deed to convey title to the Buyer (we can prepare this document if you wish);
2. A smoke detector certificate which can be obtained by scheduling an appointment with your local fire department;
3. Your driver's license (for identification purposes).

No closing will occur without these items.

In addition to the above, single-family homes commonly also require final water and/or sewer bills or readings and a final electric bill if your electricity is from a municipal light plant. Please forward final water and municipal electric bills to our office prior to closing so they may be paid from the proceeds, or bring to the closing the bills showing that they have been paid in full.

If you have a septic system we will need a current Certificate of Compliance under "Title V".

The sale of a condominium requires the Seller to obtain a statement from the condominium unit owners organization certifying that all condominium fees and assessments have been paid through the end of the month in which you are closing (more commonly known as a "6d Certificate") and a Certificate of Insurance from the condominium association's insurer naming the Buyer's lender as an additional insured.

On the day of the closing the final documents are sent to the appropriate registry for recording. The sales proceeds are not released to the seller until the papers are recorded at the registry. Seller's should make plans keeping this in mind, and also let us know in advance if any other special arrangements are necessary on the day of the closing.

Finally, a word of advise to Sellers: The number one problem that occurs at a closing is when the buyer is dissatisfied with the the cleanliness of the home. **All** garbage should be removed from the home and the yard and the home should generally be left in a broom clean

condition. If this will not be the case for some reason, please speak with buyers prior to the closing to discuss alternative arrangements.