

Open Order Timeline

Your help will ensure a positive experience for you and your clients!

Fully signed contract (including execution date)

Provide the following items with the contract

- Any addendums, including seller disclosure
- Contact information for buyers/sellers
- Survey with completed T47 affidavit (if applicable)
- Lender contact information

Seller Information

Please provide within 5 business days of delivering contract

- Payoff information to include:
 - Mortgage company
 - Loan/account numbers
 - Seller's social security number
 - Phone number
- Marital status since acquisition of property
- Confirmation of U.S. Residency as per paragraph 20 of contract
- Total commission percentage
- Mail out or power of attorney

Please provide 14 days prior to closing

- Forwarding address (if known)
- Any special handling of proceeds including title company transfers

Buyer Information

Please provide within 5 business days of delivering contract

- New lender contact information
- Mail out or power of attorney

Please provide 14 days prior to closing

- Home warranty selection and any additional upgrades
- Authorization to order survey as dictated by contract/appraisal
- Homeowner's insurance

*Please advise clients closing costs should be sent in the form of a wire prior to wiring any funds, you should contact the intended recipient via a verified telephone number and confirm that the wiring information is accurate. Do not rely on telephone numbers or Web site addresses provided within an unverified e-mail.

