

CLOSING DISCLOSURE

Checklist



Will your transaction close on time?

Timely delivery of invoices and information is critical to closing a real estate transaction. In order to close on-time, the settlement agent will need the following information **a minimum of 10 days prior to consummation.**

Lender / Settlement Agent Collaboration

- To avoid delays, revised CDs, and changes which may affect the APR, the lender should work closely with the settlement agent to ensure the correct fees are listed on the CD before sending it to the buyer.
- Consummation can be scheduled by settlement agent while the CD is in the final approval process.
- In order to prepare properly the settlement agent will need all lender documents, including the final CD and funding amount, 48 hours prior to consummation.

This may not be a complete list for your transaction, and some of these items may not apply to all transactions.

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Information

Seller Name and Address
Buyer Name and Address
RE Broker Name, Address and License ID
RE Agent Name, Address, License ID, Email and Phone
Settlement Agent Name, Address, License ID, Contact Name, License ID, Email and Phone

Fees / Charges / Credits

Buyer / Seller Credits
Deposit(s)
Taxes and Assessments – Paid Status and Prorations

Invoices

All invoices should be accompanied by a written instruction indicating the payer and payee.

Pest Inspection	Septic Inspection
Survey	Home Warranty
HOA Fees and Proration	Real Estate Commission
Home Inspection	Attorney Fees
Roof Inspection	Hazard Insurance
Pool Inspection	Seller Payoffs with Breakdown
Heating / Air Conditioning Inspection	Repairs

Other
