

BUYER CHECKLIST ✓

This checklist is designed to guide you through your **closing process** with Sherman & Phalen. Please contact your assigned paralegal with any questions.

BEFORE CLOSING			
1	Communicate with our office	The paralegal assigned to your closing will send you an email to complete the Buyer Information Form. This provides us with critical information to complete the closing.	<input type="radio"/>
2	Earnest Money	Timely send in any earnest money due. Visit our Earnest Money Payments page.	<input type="radio"/>
3	Copy of the Contract	Unless your real estate agent has already done so, please send your assigned paralegal a copy of the fully executed contract showing Sherman & Phalen, LLC as the closing attorney.	<input type="radio"/>
4	Signing Authority	If you're closing under a trust or corporate name, send us the documents authorizing you to purchase the property. If you are purchasing the property in the name of a trust, we will need a copy of the trust agreement or memorandum of trust. If you are purchasing the property in the name of an LLC (limited liability company) we will need a copy of the LLC operating agreement and resolution approving the transaction.	<input type="radio"/>
5	Stay in contact with your real estate agent	Work with your real estate agent to complete any due diligence items, arrange for a termite inspection on the property if desired, and conduct an optional final walkthrough.	<input type="radio"/>
6	Stay in contact with your lender	Lenders often collect documentation up until the day of closing. By timely responding to your lender you can avoid delays.	<input type="radio"/>
7	Review the Closing Disclosure (CD) sent from your lender	The CD includes information about all the costs associated with your closing and shows the amount you will need to bring to closing. Your lender should provide this document prior to closing allowing you enough time to wire any necessary funds.	<input type="radio"/>
8	Order a survey	Ordering a survey is optional for the buyer. Let us know if you would like recommendations and we can provide referrals to local surveyors.	<input type="radio"/>

NOTE: Due to high levels of fraud, we require you to verify our wire instructions with a phone call—not an email—to our office. Disregard any "updated" wire instructions. **(770-579-0109)**





8	Schedule your closing	Once we have the "clear to close" from your lender, our office will reach out to schedule the closing. Please let your paralegal know if you can't attend the closing in person so that we can discuss other arrangements.	
9	Title Insurance	Your lender will purchase a lender's title insurance policy to protect its interest in your property. We strongly recommend you also purchase an owner's title insurance policy to similarly protect your interest in the title to your new home.	
10	Arrange any required funding	We accept the following payments: <ul style="list-style-type: none">• Payments up to \$2,000: Personal checks accepted at closing.• Amounts above \$2,000 and up to \$5,000: Cashier's Check issued by a local or national bank or credit union accepted. Can bring to closing.• Amounts above \$5,000: Must be paid by wire transfer.	

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DAY OF CLOSING

1	Bring your photo identification	This is required! You can provide a driver's license, state-issued identification card, or passport.	<input type="radio"/>
2	Homeowners Insurance	Your lender will most likely provide our office with an invoice for the purchase of insurance. If you are using a private lender they will require proof of coverage before allowing us to fund the loan. And, if you are paying cash for your home, we suggest you have insurance in place as of the day of the closing to protect your investment.	<input type="radio"/>
3	Original POA	If you have a pre-approved Power of Attorney (POA), please bring the original to the closing.	<input type="radio"/>
4	Bring your checkbook	If the total balance due at closing changes from the projected amount, you may need to write a check.	<input type="radio"/>

AFTER CLOSING

5	Maintain your paperwork	We save paper when possible and will scan you a copy of your closing paperwork unless you request a hard copy. At the closing, however, we will provide you with a copy of your settlement statement in case you need it to start utilities and will give you your owner's title insurance policy.	<input type="radio"/>
6	Check your mail for the deed	Our office will mail the recorded deed once it's returned from the clerk's office.	<input type="radio"/>
7	Tax exemptions	Explore property tax homestead exemptions or relief programs in your state. Many states and counties offer homestead exemptions or other tax relief for owners who occupy their property as a primary residence, or for qualifying elderly or disabled homeowners. Check with your local tax assessor's office to see if you qualify.	<input type="radio"/>
8	Pay property taxes	Be sure to pay the property taxes when they're due. Learn more about how taxes are prorated at closing.	<input type="radio"/>

We're here to make this process as smooth as possible—don't hesitate to reach out to us if you need assistance.

[Contact Us](#)