



OMEGA TITLE

A Family of Title Companies

Sellers Checklist

- **Make sure to provide your complete legal name for title purpose. If selling the property with another person (married or otherwise), please indicate how title was held (Tenants in Common, Joint Tenants, or Tenants by the Entirety), and provide the relationship to you of the other person, and their contact information if you do not reside together.**
- **Fax your Purchase Agreement (Contract of Sale) to Omega Title.**
- **Notify Omega Title immediately if you will need a Deed pre-signed or if a Power of Attorney will be utilized.**
- **Provide our title agent with a copy of recent mortgage statement(s) showing the name, address, and account number of all outstanding Mortgages or Home Equity Loans on the property.**
- **If the property is a condominium or is governed by a homeowner's association, please provide contact information for the management company or association responsible for collecting condominium or homeowner maintenance fees (a copy of a recent billing is acceptable).**
- **If the seller is a corporation, a limited partnership, or limited liability company, please produce a Certificate of Good Standing that is less than 30 days old. We will order this for you, at your request. In case of a limited liability company or corporation, we will need a copy of your Articles of Organization or Incorporation, other items will be requested, as required.**
- **If applicable, do not make additional withdrawals from your Home Equity Loan close to settlement.**
- **In case of death of one or more sellers, a copy of the Death Certificate will be needed.**
- **Contact Omega Title to set and confirm the scheduled closing location, date and time.**

At Closing:

- **Bring one valid Picture I.D and one secondary form of I.D. (Driver's License, Passport, Social Security Card, Voter's Identification Card, etc.).**
- **Review the Settlement Statement with the title agent.**
- **Bring the keys, garage door openers, & information on the alarm system, if applicable.**
- **Bring all current warranties on home equipment and appliances from the seller, if applicable.**
- **Contact all appropriate utilities to have future bills sent to you.**
- **Advise all appropriate utility companies of the sale (water, gas, electric, telephone, cable, & others).**
- **Advise your homeowner's insurance company of the closing & request a pro-rata refund of the paid premium.**

*** Online ordering coming soon. Your real estate agent will order title work from Omega Title for you.**

**** Your real estate agent will provide a copy of the contract to Omega Title.**