



SLEPIAN, SCHWARTZ & LANDGAARD
ATTORNEYS AT LAW

Closing Checklist for Lenders and Mortgage Brokers

Prior to Closing, we will need from you:

- A Title Order
- Type of transaction: purchase/refinance
- The name of the insured for the title commitment/homeowner's insurance
- The borrower's name and the loan amount
- Whether this is a first mortgage, a second mortgage, or a first and second mortgage combined
- Whether this is an FHA, VA or Conventional loan
- Whether or not a survey will be required
- Method of delivery of loan package/loan proceeds
- Homeowner insurance premium and information (if you are obtaining this information)
- Subordination agreement (if you are obtaining this document)

Please bring the following to your Closing:

- Tax amount and homeowners/hazard insurance premium (if we are obtaining this information)
- An Insured Closing Letter
- A Title Commitment/Binder
- Wiring instructions
- Subordination agreement (if we are obtaining this document)
- Our Fee Sheet
- A Preliminary Settlement Statement once the Closing package has been received by our office