

Seller Closing Checklist

To prepare for closing:

- ✓ **Provide your forwarding address to Title Forward, and complete the necessary 1099 forms.** This form is required by the IRS.
- ✓ To ensure payments are disbursed quickly and accurately, **send wire instructions to Title Forward and indicate your preferred split for seller proceeds.**
- ✓ **Freeze any line of credit accounts to any future advances.**
- ✓ **Decide if you want to close in-person or remotely.** Either way, you must be available on closing day to answer any questions that might come up.
 - **If you attend in-person, please have two forms of identification ready** (i.e. passport, driver's license, social security card, or second photo ID).
 - **If you prefer to sign paperwork online, make sure you have access to a computer and scanner on closing day.**
 - **Or, mail your closing documents** with the corresponding affidavit and signed paperwork to our headquarters:

1628 John F. Kennedy Blvd
8 Penn Center, Suite 700
Philadelphia, PA 19103
Toll-Free: 855-672-3239

Title Forward is proactive about your settlement. We make sure we've done everything possible in advance so your closing day is stress-free.

Here's what you can expect on your closing day:

- 1. Arrive at your appointment:** Your signing agent will be there when you arrive to guide you through your settlement appointment. The buyer, buyer's agent, and your agent may also be present.
- 2. Sign your paperwork:** Your signing agent will present the final paperwork for you to sign. If you have questions, your closing specialist will be available throughout the closing.
- 3. Notary and final review:** Your signing agent verifies and notarizes your signature, and then the closing specialist double-checks everything.
- 4. Celebrate your closing:** When your paperwork is complete, we'll notify you that everything is approved by all the stakeholders so you can celebrate!