

*Gulf South Title Services, LLC
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CHECKLIST FOR BUYERS AND SELLERS

Both Parties

- () Valid Signed and Dated Contract AND all Addenda
- () Inspection Schedule/Repairs Agreed
- () Work with Title/Closing agent to clear any title issues

Seller Responsibility

- () Current Mortgage information to closing agent for payoff
- () Current Owners Title Insurance Policy (for re-issue discount)
- () Provide Termite Company info to Closing agent
- () Produce Existing Survey (if available and new survey not required)

Buyer Responsibility

- () Obtain mortgage/pre-approval letter/due diligence
- () Homeowners Insurance (approx. 5 days from closing)
- () Cooperate with lender/closing agent re. underwriting issues

Closing/Title Company Responsibility

- () Order Payoff(s) of seller's current mortgage(s)
- () Produce title insurance binder
- () Order termite bond transfer/wood infestation report (if required)
- () Order New Survey (if required)
- () Coordinate with lender/homeowners insurance carrier
- () CLOSE THE TRANSACTION/ISSUE TITLE INSURANCE POLICY