**Title No.:**

**Closer’s Check List**

1.  Do you have a copy of the ID for the file

2.  Do you have an attendance list

3.  Have you called for a contin

4.  Have you verified payoff

5.  Have you satisfied requirements in title report? When in doubt, call company counsel.

6.  Did you complete Report of Closing

**Document Review**

**Deed**

1.  Does Seller match name on title report

2.  Do you have a mailing address? No PO Box

3.  Does the buyer match the parties executing the mortgage if any

4.  Does Legal Description match Legal in Title report

5  Are there a minimum of 1/2 inch margins on the document

6.  Is the deed legible

7.  Is the deed signed

8.  Do you have the proper form of acknowledgment

9.  Did you notarize the deed

10.  Is the record and return properly filled in

11.  Is the section, block, lot and town/county filled in

12.  Did you collect recording fees $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TP-584/RPT**

1.  Do you have complete names and address of Grantor and Grantee

2.  Does the address match the deed

3.  Do you have SS/Fed ID numbers for all parties

4.  Is the Section Block and Lot, Town, County filled in and correct

5.  Is the consideration correct

6.  Does the consideration match the RP-5217

7.  Is the TP-584 signed by all parties

8.  Did you collect filing fees $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RP-5217 NYC-RP5217**

1.  Are the address and parties filed in

2.  Is the date of contact and date of conveyance filled in

3.  Is the Equalization signed

4.  Did you collect filing fees $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mortgages/CEM**

1.  Do the mortgagors exactly match the buyers or the certified owners on the title report

2.  Does the mortgage recite an address

3.  Does the document have ½ inch margins

4.  Is the mortgage legible

5  Are all the signature lines signed

6.  Is the mortgage notarized

7.  Do you have a correct form of acknowledgement

8.  Is the maximum amount of the mortgage the amount you have calculated your mortgage tax on

9.  Is this a 1-4 family dwelling or another dwelling and do you have the correct mortgage tax

10.  Is the address correct

11.  Does the mortgage recite the section, block and lot

12.  For CEM’s- Is the mortgage chain correct

13.  For CEM’s- Do I need a 255 affidavit

a.  Does the 255 affidavit correctly reflect the mortgage recording chain, mortgage tax

b.  Is the 255 signed and notarized

14.  Did you collect mortgage tax and recording fees

**Assignments**

1.  Does the assignment reflect the correct mortgage chain as set forth in the title report

2.  Does the assignment reflect the last holder of record

3.  Did you collect recording fees $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.  Is the assignment properly notarized

**Satisfactions**

1.  Is the mortgage being satisfied by the last holder of record

2.  Does the satisfaction recite the correct mortgage of chain

3.  Did you collect recording fees

4.  Is the satisfaction properly notarized

**Powers of Attorney**

1.  Did you contact Company counsel for approval to take Power

2.  Do you have a full force and effect Affidavit

3.  Did you contact the Grantor of the power

4.  Is the Power signed

5.  Does the power have the correct assignment

6.  Are there ½ inch margins

7.  Is the Power legible

8.  Does the power grant the appropriate powers to the attorney in fact

9.  Are the documents executed with the power correctly signed

**Payoff’s**

1.  Did you verify payoff amount

2.  Do you have payoff affidavit completed

3.  Did you send a copy of mortgage schedule with payoff

4.  Did you include proofs of payoff in the closing package

Note: If Mortgage being satisfied is a Home Equity Line of Credit (HELOC):

a. Must be frozen or closed prior to the closing

b. If no proof that the line was frozen

**Escrow**

1.  Have you verified tax amounts

2.  Do you have a completed escrow agreement

**Closer’s Package must be in the following order**

* Checks with title bill
* Closer’s Invoice
* Escrow Agreement
* Marked Reports
* Report of Closing
* Photo ID
* Affidavits
* Proofs, if any
* Evidence of payoff
* Documents for recording

**Closer**

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Closer Name (Please Print)

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Closer Signature Date