**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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closer Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closer Signature Date