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Agent Settlement Checklist

- *Please e-mail a legible sales contract to title@1alt.com*
- *Notify us if any seller is unable to attend settlement. We would be happy to prepare a deed package for your client. If a power of attorney is required, it must be approved well in advance of settlement. If your client should desire, we can prepare and record a power of attorney for a flat-rate fee.*
- *Coordinate with all parties a mutually convenient date and time for settlement and call or e-mail to schedule.*
- *Provide us with the commission rate and split, administration fees, and any other reimbursements due, along with documentation if available.*
- *Fax or email to our office a copy of the termite report or any work invoices (e.g. repair work, plumbing, etc.) that must be paid at settlement. Remember, if the termite report reveals infestation, the lender will require treatment and the necessary repairs be completed. Documentation of the work should be in our office prior to closing.*
- *Notify us if the sellers will rent back the property. In order to avoid delays in settlement, please try to have the Post Settlement Occupancy Agreement completed prior to settlement.*
- *If you are aware of any special disbursements for the settlement proceeds, such as wiring funds or division of proceeds, please let us know as soon as possible so we may have the information prepared prior to closing. All special disbursements must be in writing and approved by us.*
- *Give yourself enough time between the final walk-through and settlement to resolve any issues discovered at walk-through.*
- *If your client would like to review documents prior to closing, advise them to contact us well in advance so their request can be accommodated.*