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Seller's Checklist:

- *Provide 1st Alliance Land Transfer with the contact information for the Homeowner's Association or Condominium Management Company, if any.*
- *Do not make a withdrawal on your home equity line of credit within 3 weeks of settlement.*
- *Please be aware that payoff requests for mortgages or HOA/Condominium dues need to be made approximately 2 weeks prior to settlement. Any payments made after this time may not be reflected in the payoff amounts. We will not accept verbal quotes.*
- *All payoff statements are required to be in writing.*
- *If any seller is not able to attend closing we could either provide a Deed package to be executed prior to settlement or if there is no other option a Power of Attorney can be used. Both the Deed package and the Power of Attorney must be approved well in advance of settlement by 1st Alliance Land Transfer. We would be happy to prepare a Power of Attorney for a flat-rate fee. Please keep in mind we require the original Power of Attorney so that it may be recorded simultaneously with the deed.*
- *Contact all utility companies to transfer services and request your final bills—but DO NOT disconnect service. It is especially important to contact your water provider to request a final meter reading and bill. An unpaid water bill can result in a lien against the property.*
- *To avoid a potential delay in settlement, give yourself enough time between the final walk-through and the settlement meeting to resolve any issues discovered at the walk-through.*
- *If any current owner is deceased, a copy of the death certificate must be provided with the Agreement of Sale and the original brought to settlement.*
- *1st Alliance Land Transfer would be happy to wire your sales proceed. Please provide a copy of the wiring instructions prior to your settlement.*
- *Bring your keys and a photo ID to closing.*