**FILE NO: BUYER: SELLER: Close Date**

**SELLER SIDE**

\_\_\_\_\_ All contacts perfected (incl commission check delivery /wire instruction)

­­­­\_\_\_\_\_Request updated payoffs if needed

\_\_\_\_\_Draw entire file, include buyer docs, closing order and separator sheets

\_\_\_\_\_ Page count and file no added to SWD and Excise Affidavit

­\_\_\_\_\_ Notary contact added & upload invoice if outside signing

\_\_\_\_\_\_ Send out Preparing for Signing and ETA of Loan docs Smart phrase

\_\_\_\_\_\_ Seller signing confirmation sent out **SELLER SIGNING DATE: TIME :**

­­­\_\_\_\_\_Upload seller package to SV and email copy package to seller

\_\_\_\_\_Seller Disbursement Instructions verified if funds being wired

\_\_\_\_­­\_Complete 1099

**BUYER SIDE ITEMS NEEDED/OUTSTANDING:**

\_\_\_\_ Send “Loan Docs arrived” smart phrase

\_\_\_\_Perfect contacts – Update Lender with Funder/HOI

\_\_\_\_ Confirm buyer vesting matches DOT & SWD

\_\_\_\_ Make sure payoffs are current

\_\_\_\_ Notary contact added & upload invoice

­­­\_\_\_\_ Signing scheduled- Smart phrase **BUYERS SIGNING DATE: TIME:**

\_\_\_\_All parties signed- Smart phrase sent

\_\_\_\_Upload Recording Docs to Simplifile

\_\_\_\_ Email executed copies to buyer

**FUNDING:**

\_\_\_\_\_Ins Binder/Notary Invoice/Consumer Debt – received contact perfected

\_\_\_\_\_Commission amounts verified

\_\_\_\_\_Payoff amounts verified / payoff not expired

\_\_\_\_\_Updated LOC received / closing letter sent to lender

\_\_\_\_\_Executed document copies sent to borrower

\_\_\_\_\_File in balance

\_\_\_\_\_Borrower /Lender funds received

\_\_\_\_\_File released for recording

\_\_\_\_\_Final Statements uploaded

\_\_\_\_\_File tasked to Disbursement/wire desk

\_\_\_\_\_Closed and recorded email sent