

# OPEN ORDER



## Timeline

**Help us ensure a positive experience for you and your clients!**

### Fully signed contract (including execution date)

*Provide the following items with the contract*

- Any addendums, including seller disclosure
- Contact information for buyers/sellers
- Survey with completed T47 affidavit (if applicable)
- Lender contact information

### Seller Information

*Please provide within 5 business days of delivering contract*

- Payoff information to include:
  - Mortgage company
  - Loan/account numbers
  - Seller's social security number
  - Phone number
  - Marital status since acquisition of property
  - Confirmation of U.S. Residency as per paragraph 20 of contract
  - Total commission percentage
  - Mail out or power of attorney

*Please provide 14 days prior to closing*

- Forwarding address (if known)
- Any special handling of proceeds including title company transfers

### Buyer Information

*Please provide within 5 business days of delivering contract*

- New lender contact information
- Mail out or power of attorney

*Please provide 14 days prior to closing*

- Home warranty selection and any additional upgrades
- Authorization to order survey as dictated by contract/appraisal
- Homeowner's insurance

*\*Please advise clients closing costs should be sent in the form of a wire - prior to wiring any funds, you should contact the intended recipient via a verified telephone number and confirm that the wiring information is accurate. Please do not rely on telephone numbers or website addresses provided within an unverified e-mail.*

