



CRESCENT TITLE

# Checklist

of items needed for a

# Successful Closing

## Prior to Closing

- Send the fully executed purchase agreement between the buyer & seller
- Send the good faith deposit per the purchase agreement
- Supply contact information to Crescent Title for all parties involved: buyer, seller, lender & anyone else involved in the sale
- Schedule home inspection with the inspector & seller within the agreed upon inspection period
- Contact an insurance company to obtain homeowner's & flood insurance & supply the information to Crescent Title
- Be prepared to provide personal information to the closing team so that Crescent Title can obtain the necessary title work for the closing

## Required at Closing

- A valid government issued picture ID, such as a driver's license or passport
- Certified funds in the form of a check or wire; the final figure will be given to you by the closing team
- \*CALL TO CONFIRM WIRING INSTRUCTIONS BEFORE SENDING ANY MONEY**
- The final closing package from your lender with all loan details
- ALL parties that are involved with the sale; including any spouses, heirs, business partners, or anyone else that is on title or is planning to be on title
- Any required documents that your lender has requested to be produced at the closing table; these could include proof of homeowner's insurance, current wood destroying insect, termite report, leases & rents, etc.

## Post Closing

- Our in-house post closing department will send you a copy of the recorded Cash Sale/Warranty Deed that shows proof of your ownership, along with a copy of your Owner's Title Insurance Policy
- It is the taxpayer's responsibility to be certain that the property is rendered in the current taxpayer's name for the upcoming tax year
- File your homestead exemption with your parish assessor's office by following the instructions sent by our post closing team with your recorded Cash Sale
- Transfer all utilities with the parish
- Please feel free to reach out to Crescent Title with any questions you may have.

**Congratulations on  
your sale!**