



Zwiren Title Agency, Inc.
355 Eisenhower Parkway
Livingston, NJ 07039
(855) 994-7365 Fax: (855) 994-7363
www. ZwirenTitle.com

BUYER CHECKLIST (Purchase)

DAY OF CLOSING

COMPLETED

- Bring a certified check to the closing or wire the funds directly to Zwiren Title Agency, Inc. The check should be made out to Zwiren Title Agency, Inc. *Please make sure with ZTA a check is acceptable, as the seller may need a wire.*
- Bring two forms of identification and copies to settlement. One must be government issued and contain a photograph.

PRIOR TO CLOSING

7 Days (recommended)

- Advise this office if you intend to use a Power of Attorney. If so, it must be reviewed and approved by a title officer.
- Provide Zwiren Title Agency, Inc. Buyer’s Questionnaire. NOTE: By this we will have provided you copies of the judgments, if any, referenced in the questionnaire.

4 days (recommended)

- Notify all utilities of the date services are to be placed in your names
- Obtain homeowner’s insurance for the new property. Provide a copy of the declaration page and paid receipt to our office and lenders
- Advise Zwiren Title Agency, Inc. of any negotiated seller’s credits. *Make sure seller credits are reflected on an amendment of contract, reviewed and approved by the lender*

1 Day (recommended)

- Approve the closing statement. Please be sure the statement reflects all invoices for work done, credits and commissions. If not, please provide the remaining information.



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SELLERS CHECKLIST (Purchase)

DAY OF CLOSING

Completed

- Bring Certificate of Occupancy / Use and Occupancy or any other applicable inspections required by the municipality. _____
- Bring two forms of identification and copies to settlement. One must be government issued and contain a photograph. _____
- Bring all keys, garage door openers, etc. _____

PRIOR TO CLOSING

7 Days (recommended)

- Advise this office if you intend to use a Power of Attorney. If so, it must be reviewed and approved by a title officer. _____
- Provide status of Certificate of Occupancy / Use of Occupancy or any other applicable inspections required by the municipality. _____
- Provide Seller’s Authorization form, completed and signed. _____
- Provide Zwiren Title Agency Seller’s Questionnaire. NOTE: By this we will have provided you copies of the judgments, if any, referenced in the questionnaire. _____

4 days (recommended)

- Schedule final readings for the utilities _____

1 Day (recommended)

- Approve the closing Statement. Please be sure the statement reflects all invoices for the work done, credits and commissions. If not, please provide the remaining information _____
 - Provide final reading numbers to Allied _____
 - Make an extra copy of the Certificate of Occupancy to provide to the closing agent _____