



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

SELLERS CHECKLIST

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, 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)

- Schedule final readings for the utilities

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.
- 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 Zwiren Title Agency, Inc.
 - Make an extra copy of the Certificate of Occupancy to provide to the closing agent