



BUILDER CLOSING CHECKLIST

PRIOR TO CLOSING Below are items you should complete before your closing:

- Seller Information Sheet: Complete and submit to Dickenson Gilroy LLC. Provide point of contact for the company, i.e., president, vice president.
- Mortgage Payoff Information. Submit to Dickenson Gilroy LLC and include loan number, tax payer identification number and lender phone number. Sign authorization to release information.
- Schedule. Schedule your closing time with Dickenson Gilroy LLC as far in advance as possible.
- Power of Attorney. If a Power of Attorney is needed for closing, Dickenson Gilroy LLC will prepare.
- Home Warranty: Order and submit with charges to be collected at closing to Dickenson Gilroy LLC.
- Corporate Resolution: Prepare and submit to Dickenson Gilroy LLC.
- Articles of Organization/Incorporation: Submit to Dickenson Gilroy LLC.
- Termite Letter/Bond: Submit with charges to be collected at closing to Dickenson Gilroy LLC.
- Annual Return: Submit proof of correct corporate status with Secretary of State to Dickenson Gilroy LLC.
- Certificate of Occupancy: Submit to Dickenson Gilroy LLC.
- Percentage of Completion: Submit the percentage of completion as of January 1 to Dickenson Gilroy LLC.
- Survey: Order and submit to Dickenson Gilroy LLC.

BRING TO CLOSING On closing day, be sure to have the following:

- Photo Identification. Seller to bring photo identification to closing in the form of drivers license, passport or state issued identification card.
- Good Funds: If Seller is required to bring funds to closing, confirm cashier's check or wire transfer.
- Home Warranty: Invoice and information for buyer.
- Certificate of Occupancy.
- Survey.
- Keys.
- Garage Door Openers.