

REAL ESTATE AGENT

Quick Reference Guide



CLOSING DISCLOSURE FORMS

- The new Closing Disclosure (CD) form will be used for most real estate transactions closed with a mortgage. It replaces the HUD-1 Settlement Statement and final Truth-in-Lending Disclosure.
- In most cases the lender, not the settlement agent, will prepare and deliver the buyer CD.
- The settlement agent is not permitted to send a copy of the CD to the real estate agent, but you may request a copy from the buyer.
- The CD must be delivered to the buyer/borrower at least three business days prior to the scheduled consummation date. Business days are defined as all calendar days except Sundays and Federal holidays specified in 5 U.S.C. 6103(a).
- Changes to the CD after delivery to the buyer which require a new three business-day waiting period include: APR changes beyond allowable limits, loan product changes, or a pre-payment penalty is added.
- The settlement agent, not the lender, is responsible for completing and delivering the seller's side of the CD. Settlement agents may elect to prepare a separate CD for the seller.



CONTRACT CONSIDERATIONS

- Allow at least 45 days for a normal contract-to-consummation time-frame.
- Communicate with lender to confirm borrower's rate lock is long enough to meet contract obligations.
- Allow multiple days between concurrent closings.
- Schedule inspections early so reports and invoices can be delivered to settlement agent at least two weeks before anticipated consummation date.



INFORMATION AND INVOICES

- In order to close on-time, the settlement agent will need the following information a minimum of 10 days prior to consummation:
 - » Seller/Buyer/Borrower name and address
 - » Real estate broker(s) name, address and license ID
 - » Real estate agent name, address, license ID, email address and phone number
 - » Buyer/Seller credits
- Invoices should be submitted a minimum of 14 days prior to consummation and include written instructions indicating the payer and payee.*
 - » Inspections (Pest, Roof, Home, AC/HT, Septic, Pool, etc.)
 - » Home Warranty
 - » Survey
 - » Hazard Insurance
 - » Real Estate Commissions
 - » HOA Fees and Proration
 - » Attorney Fees
 - » Repairs
 - » Seller Payoffs with Breakdown

* Not be a complete list for every transaction and some of these items may not apply.

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AMD: 10/2015



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