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Seller Settlement Checklist: Helpful Tips For A Better Settlement

- RSI Title will send you a Seller Information Sheet to be completed with the names, contact information and account numbers of all **current mortgages** or home equity lines existing on the property.
- Provide RSI Title with the contact information for the Homeowner's Association or Condominium Management Company, if any.
- Do not make a withdrawal on your **home equity line of credit** within 3 weeks of settlement.
- Please be aware that **payoff requests** for mortgages or HOA/Condominium dues **are made approximately** 2 weeks prior to settlement. Any payments made after this time may not be reflected in the payoff amounts. All payoff statements are required to be in writing. We do not accept verbal quotes.
- If any seller is not able to attend settlement, and a **Power of Attorney** is required, it must be approved well in advance of settlement. RSI Title is happy to prepare and record a power of attorney for a flat-rate fee.
- Contact all utility companies to transfer services and request your final bills—but **DO NOT** disconnect service. It is especially important to contact your water provider to request a final meter reading and bill. An unpaid water bill can result in a lien against the property.
- To avoid a potential delay in settlement, give yourself enough time between the **final walk-through** and the settlement meeting to resolve any issues discovered at the walk-through.
- If any current owner is deceased, a copy of the **death certificate** must be sent to us prior to settlement.
- Do not pack away any information pertaining to current or past mortgages or liens on the property, especially copies of **certificates of satisfaction or release of liens**. These are important documents that may be needed to prevent a potential delay in settlement or to avoid additional fees to clear liens on title.
- If you require that the **sales proceeds be wired**, bank wire information must be sent to RSI Title **prior** to closing. Also, if **special disbursements** are necessary, such as repair invoices, the request must be in writing and sent to RSI Title prior to settlement. An additional fee may apply for these services.
- For all Maryland closings, notify the RSI Title immediately if you **are not a Maryland resident**. You may be subject to a withholding tax on your sale proceeds.
- Bring **your keys** and a **photo ID** to closing.
- Please call RSI Title at 301-610-7777 or email support@rsititle.com with any questions or concerns.**