



15020 Shady Grove Road, Suite 420
Rockville, MD 20850
Phone: 301-610-7777
Fax: 301-610-7760
support@rsititle.com

Agent Settlement Checklist: Helpful Tips For A Better Settlement

- Send to RSI Title a **legible sales contract**. You may fax, email or request us to pick it up from your office. If you represent the buyer, be sure to include with the contract the buyer's **mortgage lender contact information**.
- Notify us if any buyer or seller is unable to attend settlement. If a **power of attorney** is required, it must be approved well in advance of settlement. If your client should desire, we can prepare and record a power of attorney for a flat-rate fee.
- Coordinate with all parties a mutually convenient date and time for settlement and call our office at 301-610-7777 to **schedule**.
- Provide us with the **commission rate** and split, administration fees, and any other reimbursements due, along with documentation if available.
- Fax or email to our office a copy of the **termite report** or any **work invoices** (e.g. repair work, plumbing, etc.) that must be paid at settlement. Remember, if the termite report reveals infestation, the lender will require treatment and the necessary repairs be completed. Documentation of the work should be in our office prior to closing.
- Notify us if the sellers will **rent back** the property. In order to avoid delays in settlement, please try to have the Post Settlement Occupancy Agreement completed prior to settlement.
- If you are aware of any **special disbursements** for the settlement proceeds, such as wiring funds or division of proceeds, please let us know as soon as possible so we may have the information prepared prior to closing. All special disbursements must be in writing and approved by us.
- Let us know **as soon as possible** if the seller is not a **Maryland resident** (applicable for MD sales) or if the buyer is a **first-time home buyer**.
- Give yourself enough time between the final walk-through and settlement to resolve any issues discovered at walk-through.
- If your client would like to review documents prior to closing, advise them to contact RSI Title well in advance so their request can be accommodated.
- Please call RSI Title at 301-610-7777 or email support@rsititle.com with any questions or concerns.**