

CHECK LIST FOR SELLER AND PURCHASER

SETTLEMENT DATE: Your agent will contact you to arrange a convenient day and time for settlement. If you will not be available and need a power of attorney to sign on your behalf, contact us or your agent immediately to make those arrangements.

PURCHASER SETTLEMENT INFORMATION

FUNDS: Please bring a CERTIFIED OR CASHIER'S CHECK made payable to GREENBRIER SETTLEMENTS, LLC to settlement. This will insure prompt recording of the settlement documents and finalizing the purchase. The exact amount is not necessary; a personal check can be written for the deficiency if not excessive. If you are assigning funds from the sale of another property, please notify Greenbrier as to that fact. Additionally, the sellers need to be notified for their approval.

PHOTO IDENTIFICATION: Some form of government issued photo identification must be presented at settlement. Many of the documents to be signed require a notary.

HAZARD INSURANCE: Purchasers of property are required to provide proof of payment of one (1) year of homeowners' hazard insurance or to pay for one year at time of settlement. Please provide the company name, telephone and amount to your agent to Greenbrier prior to the settlement. If available, bring a payment receipt or bill.

DEED: The sale of real estate requires a legal document (the deed) to convey ownership. Unless you choose to obtain independent legal counsel, as explained in the letter from Smith, Hudson & Carluzzo, PC, our affiliated law firm, Smith, Hudson & Carluzzo, PC, will prepare the legal documents necessary for settlement.

UTILITIES: You need to contact the utility companies at least ten days prior to settlement to arrange for the transfer of billing and services for all utilities.

INSURANCE: Greenbrier is an agent of a title insurance underwriter, Stewart Title Guaranty Company.

SURVEY: A house location survey will be ordered, unless it is a condominium. The survey may disclose encroachments and other title issues affecting the property. If the property is less than one acre, the cost of a house location survey normally costs \$290.00. You may choose to have a more extensive "boundary" survey although it is not, typically required for property less than one acre. The boundary survey will cost more should you choose to order one.

SETTLEMENT: At settlement, Greenbrier will review all the documents with you and will be available to answer any question you may have before or at settlement. Greenbrier will contact you prior to settlement to obtain information necessary for the settlement. Call for any question, (703) 366-2668 or email greenbrier@shaclaw.com.