

# Contract Reminders



Alamo Title Marketing Department 512.483.6710 • [www.alamotitle-austin.com](http://www.alamotitle-austin.com) • We Are Your Resource

Alamo Title

*It is our goal to ensure that your transaction at Alamo Title closes as effortlessly as possible. If you have any questions about the closing process please don't hesitate to call the Alamo Title Marketing Department to set up an appointment with one of our Business Development Representatives or to schedule a mock closing.*

*Below are a just a few reminders for submitting a contract to the title company.*

- When an offer is fully negotiated, call the Alamo Title Marketing Department to receipt the contract and/or pick up the earnest money.
- Make sure that the earnest money check is made out to Alamo Title.
- Deliver option check (if there is one) to Seller. The Title Company does not accept the option check.
- Make sure that the effective date of the contract is filled in (paragraph 24).
- Make sure you have complete addresses and contact information for the Buyer, Seller and Lender for "notices" to all parties.
- Submit a T-47 and survey with the contract (don't forget to check the correct box on page 6 regarding the survey).
- Completely fill out the loan information on the 3rd Party Financing Addendum.
- When Buyers or Sellers have a common name, please provide a middle initial and social security number.
- Make the Escrow Officer aware of a divorce, death, Will, etc. in the transaction to ensure that challenges are dealt with immediately.
- Provide Alamo Title with HOA information.
- Provide Alamo Title with the Sellers loan company name, loan number, phone number and social security number for payoff.
- Provide Alamo Title with the Buyers Lender information.
- Send all amendments to Alamo Title and the Lender.
- Email the correct commission percentages to the Escrow Officer or Assistant.
- Closing funds must be provided via cashiers check or wire transfer. Email your escrow officer to get wiring instructions.

*At the close of each transaction your buyers and sellers will be given a choice of accepting their closing documents as hardcopies or on a personalized compact disk.*

*Alamo Title is now using Smartview, an online application designed to help you stay on top of your transactions, 24/7. Alamo Smartview is intended to enhance your productivity, mobility, and communication through fast, easy access to every detail of your transactions. Alamo Smartview enables you to provide your clients faster and more complete customer service.... And happier clients can only mean one thing: more word-of-mouth marketing, more referrals, and more business!*