



Flathead Premier

Title Company

WHAT CAN I DO... To help my closings go smoother?

- Provide contact information for your client(s) with your initial order request.
- Selling Agents – Please follow up with your clients to ensure they have made arrangements to remit earnest money in the time frame agreed upon in the Buy Sell/Purchase Agreement.
- Listing Agents - Promptly return Payoff Authorizations and Commission forms to Title. Especially when closing is being expedited. Some lenders require more time than others to process requests.
- As soon as you know that your client(s) will be signing remotely, send a message to your Escrow Officer and include full contact information for them.
- If your client's property is vested in an entity (LLC, Trust, or Corporation), forward those documents to Title at your earliest convenience. These documents identify who is authorized to sign.
- If a vested owner is deceased, let your Escrow Officer know as soon as possible
- If your client requires a Power of Attorney, advise Title as soon as you are made aware and forward a copy of the POA to Title for review.
- Remind your clients to bring Photo Identification and Banking Information to closing.
- Proceed checks will be made payable to the entity in Title. They **MUST** have a bank account set up prior to deposit, that matches said entity in Title.
- Close with Flathead Premier Title and enjoy a Premier closing experience!

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