



Open Order Timeline

Your help will ensure a positive experience!

Fully signed contract (including execution date)

Provide the following items with the contract

- Any addendums, including seller disclosure
- Contact information for buyers/sellers
- Survey with completed T-47 affidavit (if applicable)
- Lender contact information

Seller Information

Please provide within 5 business days of delivering contract

- Mortgage company information to include
 - Mortgage Company
 - Loan/Account number
 - Lender phone number
 - Seller's social security number
- Marital status since acquiring property
- Mail out or power of attorney (if applicable)

Please provide 14 days prior to closing

- Forwarding address (if known)
- Any special handling of proceeds including title company transfer

Buyer Information

Please provide within 5 business days of delivering contract

- New lender contact information
- Mail out or power of attorney (if applicable)

Please provide 14 days prior to closing

- Home warranty selection and any additional upgrades
- Authorization to order survey as dictated by contract/appraisal
- Homeowner's insurance



CHICAGO TITLE

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