

Pennsylvania Residential Real Estate Buyer's Closing Checklist

You must have the following 7 documents *3 days prior* to attending closing:

1. Mortgage Commitment Letter if you are getting a mortgage to purchase the property. This allows us to ensure there are no outstanding conditions on getting the mortgage approved.
2. Title Commitment Letter. This is important to ensure there are no clouds on title or any liens on the property that the seller is not aware of, since all liens need to be paid at closing by the seller.
3. Closing Disclosure (Settlement Sheet). This breaks down all the charges you are paying at closing for the mortgage and taxes etc.
4. 3407 or 5407 Certificate if you are buying a Condominium or joining a Homeowner's Association. You should also request the Condominium Master Deed to verify your parking space and the current year budget for the association.
5. A Power of Attorney if you do not plan on attending closing and are authorizing an agent to sign for you. Make sure the Title company approves it prior to closing. Bring the original Power of Attorney to settlement.
6. Your Homeowners Insurance Policy Declarations page and paid receipt which you should provide to your lender prior to closing.
7. The Use and Occupancy Certificate that the Seller should have applied for from the Township. You should also schedule with the Seller a "Pre-Settlement Walk Through" to ensure they made all the repairs required by the Home Inspection prior to closing.

Once we have reviewed all of the above documents then we can go to closing without any surprises. *On the day of* closing you will need to bring the following:

1. Photo Identification such as a driver's license or Passport.
2. A Bank or Cashier's Check payable to the Title Company, or arrange for a wire transfer to the Title Company. Please contact our office for wiring instructions.

Right after closing you should contact the following utilities:

For gas service contact:

Philadelphia Gas Works (PGW): 215 235 1000 or www.pgworks.com
PECO Energy: 800 494 4000 or www.peco.com

For electric service contact:

PECO Energy: 800 494 4000 or www.peco.com
PP&L: 800 342 5775 or <http://www.pplelectric.com> (Some Bucks-Montco areas)

For water service contact:

Philadelphia Water Revenue 215 686 6880 or www.phila.gov/water.com

Aqua America: 877 987 2782 or <http://www.aquaamerica.com>

For properties in southern Delaware County, you may need to contact the Chester Water Authority: 610 876 8181

Contact the Township regarding water, sewer and trash removal.

Contact the United States Postal Service to change your address.

If you have any questions or need help buying a property, call Gregory J. Spadea at 610 521 0604. The Law Offices of Spadea & Associates, LLC is located in Ridley Park and has been assisting buyers and sellers for the last 20 years.