



## CHECKLIST FOR CLOSING AN ACCOUNT

### **Needed to Close Account**

Principal balance is NOT the payoff amount. You will need to request a payoff quote to know the exact amount due to close out your account.

- o Call our office at least a week in advance to request a final payoff quote with a good through date for quote.
- o If there is an underlying mortgage, the Seller will need to get us a 30-day payoff quote from that mortgage company.
- o Payoff funds must be in Guaranteed Funds (i.e. cashier's check, money orders or wired to us)