

FINAL PRE-RECORDING CHECKLIST

Lender: _____

Borrower(s): _____

Property Address: _____

Closing Date: _____

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1. Compare the identity of the Grantee(s) named in the source Deed with the Grantor(s) and signatories of Deed and/or Mortgage to be recorded.
 2. Confirm valid recordable evidence of authority of the Grantor(s)/Mortgagor(s) to execute and tender the documents to be recorded.
 3. If homestead rights exist (whether by recorded document or by state law), the spouse must both sign the deed and/or mortgage and must expressly release homestead rights.
 4. Confirm that the property description is complete and accurate and be certain to include accurate street address.
 5. Double check all title, plan and lot references in the description to confirm accuracy.
 6. If an Exhibit A is to be used to describe the property in a deed or mortgage, double check that the correct Exhibit A is attached and stapled to the document.
 7. If property is held in a trust, obtain and record a trustee certificate that includes attestation of incumbency and authority. Also confirm that the grantor/mortgagor and signatory is the individual designated and named trustee.
 8. Double check execution and acknowledgment to insure that they are complete and accurate including the identity of the Notary Public and the expiration of his/her commission.
 9. Confirm positive identification is in file for all signatories.

Completion confirmed by: _____

Date: _____