

# Closing



By now, your home is almost finished, and the closing date is approaching. We realize that closing can be a stressful experience, and we'll do everything we can to help ease the burden on you.



The purpose of closing is to transfer ownership of the home from T.W. Lewis to you. It's the time when the mortgage is finalized, the loan is funded, and the deed is recorded, making ownership of your new home official.

On the following pages, we've provided some tips to help ensure a smooth, efficient closing with no surprises.

## Things To Do Before Closing

As you prepare for closing, it won't be long before you move into your new T.W. Lewis home!

After all the countertops are installed in your home, we'll send you a letter informing you of the date and time of your Homeowner Orientation, as well as your scheduled Closing date, which follows your Orientation by one week. This letter will tell you what you need to do to prepare for closing, and offer some tips to help with the process.

### Pre-Closing Checklist

The following are some reminders about items that need to be completed before your closing:

- Schedule your closing appointment.** – After you receive notice from our office of your final closing date, contact American Heritage Title Agency to schedule your closing appointment.
- Review your pre-settlement statement.** – Approximately 2-3 days prior to closing, American Heritage Title Agency will send you a copy of the pre-settlement statement, which will itemize your closing costs and other financial details. Please review this document in advance, and contact American Heritage Title Agency if you have any questions.
- Call your mortgage company to make sure all your conditions have been met and give them your closing date.** – If your loan has been approved subject to any specific conditions, please ensure that those conditions are satisfied prior to closing, and that appropriate back-up documentation has been provided to the lender. In the event closing conditions are not satisfied, you will not be able to pick up the keys to your home at the time of closing.
- Have your homeowner's insurance policy in place.** – You are required to have a homeowner's insurance policy on your new home and the property, effective on the closing date. The selection of the insurance company is entirely your choice, but your agency must provide all necessary documents to American Heritage Title Agency prior to closing.

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## Pre-Closing Checklist (cont.)

- Arrange for water, sewer and trash service.** – A list of service providers for your home with the appropriate telephone numbers will be provided to you with your Closing Notification Letter.
- Arrange electric service.** – Electricity to your new home should be turned on after T.W. Lewis has received final approval from the city. Please double check to make sure that the electricity is scheduled to be transferred to your name as of the date of closing.
- Arrange natural gas service.** – Contact Southwest Gas to arrange for natural gas service to your home. As with electricity, try to schedule this service to be activated in your name on the date of closing.
- Arrange telephone service.** – Arrange to have your telephone service activated with the carrier of your choice. You will be asked to provide us with your new telephone number at the time of closing, so that we can contact you after closing for warranty or other matters.

Remember, many of these pre-closing activities will require you to initiate the process, and we encourage you to get all these taken care of well in advance of closing.



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## *The Closing Process*

The closing of your new home will take place at the American Heritage Title Agency office next door to the T.W. Lewis Design Center. The address is:

American Heritage Title Agency, Inc.  
858 West Elliot Road, Suite 105  
Tempe, AZ 85284

Please refer to your pre-audit settlement statement to make sure you bring all needed items with you to closing. As a reminder, any payments that need to be made at closing must be in the form of certified funds.

After taking care of all the paperwork, the deed to your home will be recorded promptly. It is then the County Recorder's responsibility to forward a copy to you, which usually takes 4-6 weeks. After the deed is recorded, the title insurance policy will be forwarded directly to you.

## *Mortgage and Closing Survey*

After your closing, you will be asked to fill out a Mortgage and Closing Survey. We realize that you just finished with a stack of paperwork and may feel less than thrilled about filling out another survey, but we encourage you to do so.

The survey allows us to gather your feedback on our mortgage and closing processes while they are fresh in your mind, and without your valuable feedback it is difficult for us to improve these processes.

## *Picking Up The Keys*

The final step before moving in is to pick up the keys to your new home. If you've chosen T.W. Lewis Mortgage Company, your keys will be available to you immediately, and you may pick them up from your Sales Associate at the sales office of your new community. However, we recommend you let your Sales Associate know in advance when you will be coming by—even if it is during regular working hours—just to make sure they're available and to avoid any glitches in getting the keys to your new home.



If you decide to use an outside lender, the keys won't be available until after your loan is funded. The funding process varies between lenders, but usually it takes at least two business days for your loan to be funded by an outside lender. For example, if your closing is on a Wednesday, your keys would be available the following Monday. In a worst case scenario, it could take up to two weeks for a loan to fund, so it is important that you discuss this with your lender as T.W. Lewis has no control over this process.

## *Congratulations!*

You're now the proud owner of a new T.W. Lewis home, and we hope that you enjoy your new home for years to come. To help in that process, T.W. Lewis has a comprehensive, user-friendly Warranty Service program, which is outlined in your Warranty Booklet.