



**ACTION CHECKLIST**  
**EXHIBIT C**

\_\_\_\_ 1. SELECT AND CONTACT A SETTLEMENT ATTORNEY/  
TITLE COMPANY TO EXECUTE THE CLOSING DOCUMENTS AND  
COMPLETE THE TITLE SEARCH OF THE PROPERTY WITHIN 1  
WEEK OF YOUR APPLICATION

\_\_\_\_ 2. IF A PURCHASE, HAVE THE TERMITE INSPECTION  
COMPLETED 30 DAYS PRIOR TO SETTLEMENT IN CASE REPAIRS/  
TREATMENTS ARE REQUIRED. ALSO, IF WELL AND SEPTIC  
EXIST, THEY WILL NEED TO BE TESTED 45 DAYS PRIOR TO  
SETTLEMENT.

\_\_\_\_ 3. INFORMATION WILL NEED TO BE GIVEN TO YOUR  
HOMEOWNER'S INSURANCE AGENT REGARDING YOUR NEW  
MORTGAGE HOLDER. PLEASE, PROVIDE A NAME AND CONTACT  
NUMBER OR HAVE YOUR AGENT CONTACT OUR OFFICE.

SHOULD YOU HAVE ANY QUESTIONS AS TO YOUR LOAN'S  
STATUS PLEASE DO NOT HESITATE TO CONTACT OUR  
MORTGAGE STAFF AT (703) 764-1274

\_\_\_\_\_  
BORROWER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-BORROWER

\_\_\_\_\_  
DATE