**InsuranceTallahasseeFL.com**

# Home Insurance Closing Checklist

Insurance steps for a Tallahassee or Leon County closing, from contract to keys

Scan to refer your buyer

- [ ] Buyer sent through the referral form at contract, closing date included
- [ ] Seller's current declarations page requested
- [ ] Roof replacement date confirmed, with the permit record or roofer's invoice
- [ ] Roof inspection ordered if the roof is 15 years old or older
- [ ] 4-point report ordered, if a company asks for one
- [ ] Wind mitigation report (form OIR-B1-1802), ideally from the same visit
- [ ] Parcel checked on Leon County's flood portal
- [ ] Flood coverage decided, and its start date confirmed
- [ ] Trees near the house noted, with any arborist or removal records
- [ ] Dwelling limit discussed as a rebuild number, not the appraiser's value
- [ ] Lender named as mortgagee on the policy
- [ ] Policy effective date matches the closing date
- [ ] Insurance proof delivered to the lender
- [ ] Lender's written insurance conditions checked against the policy

For the buyer's quote: insurancetallahasseefl.com · (850) 761-9992 · info@insurancetallahasseefl.com ·
Checklist by Matt Williams, Licensed Insurance Agent