## **CLOSING CHECKLIST**

What will the Title Company need?  FULLY EXECUTED Buy Sell Agreement
Listing Agreement
Seller's Disclosure
 Both Listing and Selling Agent Name and Contact Info
Address and Phone Number for ALL Parties
Current Marital Status for Buyer and Seller and Spouses Names
Mail-Out? Mailing Address for Closing
New Lender's Contact Information
Commission Rate
ALL Addendums (keep sending, if additional Addendums are created)
Homeowner's Association Contact Information
Split Closing? Name and Contact of Other Title Company
Signed and Completed Payoff Request Form (if applicable)
Any Necessary Escrow Agreements/Terms
Misc. Info/Docs Associated to the Property/Parties (i.e., Survey, Special Assessments,
Letters of Authority, etc.)
Broker Administration/Compliance Fee to be Charged
Broker rediministration, compitative ree to be charged
If my Seller/Buyer is *send ALL Associated Docs
Providing Seller Financing or Payoff
Terms of Financing/Proper Addendums Lienholder Contact Info
See Attached Owner Financing Info Sheet
In a Trust
Need Certificate of Trust Existence and Authority
May Need Trust Agreement
Probate/Estate  Certified Death Certificate
Letters of Authority
Divorced
Divorce Judgement
Using a Power of Attorney
Names and Addresses of Involved Parties (if we are preparing)  If already prepared, please send to title company for verification
LLC/Corporation
Articles of Organization
Operating Agreement
 Corporate Resolution
Completed Construction Certificate of Occupancy
Waiver of Liens
Sworn Statement
Rental Property
Rent Pro-rations per Unit
Security Deposits per Unit