



Checklist

of Items Needed for a Successful Closing

- ✓ Closing Instructions or Real Estate Broker Worksheet
- ✓ Purchase Agreement
- ✓ Amendments or Addenda

If Applicable:

- ✓ Buyer's Pre-Approval Letter
- ✓ Home Warranty Application
- ✓ Payoff Authorization to Release Information to the Settlement Agent
- ✓ Association/Condominium Contact Information
- ✓ Copy of Earnest Money Deposit Check and Escrow Agreement, if held by Settlement Agent
- ✓ Power of Attorney (original needed at closing)
- ✓ Divorce Decree and Quit Claim Deed (original document needed at closing, if not recorded)
- ✓ Court Order from Bankruptcy Court
- ✓ Prior Owner's Title Policy
- ✓ Trust Agreement and Attorney Contact
- ✓ Death Certificate (original document needed at closing)
- ✓ Letter of Authority for Probated Estate (original document needed at closing, if not recorded)
- ✓ Corporation Documents - Board of Resolution, Certificate of Good Standing and Articles of Organization
- ✓ Limited Liability Company Documents - Operating Agreement and Articles of Organization

