



Checklist

of Items Needed for a Successful Closing

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