



# 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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