

CHECKLIST OF ITEMS NEEDED FOR A SUCCESSFUL CLOSING FOR REAL ESTATE AGENTS

In order to avoid delays, it is important that you review this checklist and supply your title agent with the most accurate information possible, as soon as it becomes available. We also encourage you to review this checklist again 10-14 days before closing and communicate any changes with all parties in the transaction.

- Provide a copy of the fully executed contract
 - Are there any addendums? (provide as soon as possible)
 - Lead Paint Disclosure
 - FHA Clause
 - Addendums for remaining personal property (zero value)
- Contact information for Buyers and Sellers (phone #, emails, and contact preference)
- Address and Tax ID of all parcels involved in the transaction
- Purchase Price and any addendums changing the purchase price
 - Addendums with addition or subtraction of seller assist
- If financing, contact information for the lender
- Association (HOA)/Condominium Contact Information, if applicable
- Power of Attorney, if applicable for any parties (original, if not already recorded, will be needed at closing)
- Corporation Documents: Corporate Resolution, Certificate of Good Standing, and Articles of Organization, EIN # – additional documents may be requested by the title company
- Limited Liability Company Documents: Operating Agreement and Article of Organization, EIN #
 - Additional documents may be requested by the title company
- Trust Agreement, if applicable

Checklist for Closing Day

- Valid Photo Identification
- Cashier's Check, Treasurer's Check or Wire Transfer for funds for closing
- Hazard Insurance Policy
- All Persons Who Hold Title to The Property or Will be Purchasing the Property Must Attend Closing to Sign Documents

**SELECT
SETTLEMENT**

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