

# Checklist for Sellers

## THE FOLLOWING IS INFORMATION THAT ESCROW AND TITLE WILL NEED TO CLOSE:

- Current copies of statements for all mortgages on the property. Please be sure to include lines of credit with zero balances and all loan numbers.
- Current copies of statements for each Homeowner's association. Please be sure that all association and management company contact information are on the statements.
- If anyone involved in the transaction has plans to leave town, please provide us with contact information during your absence.
- Wire instruction information; the actual wire instructions may be different from the numbers on physical checks.
- Documentation related to how title is currently held; see our chart below.

<b>If property is held in a trust and both original trustors are still alive</b>	Provide from the trust document(s): cover sheet, signature page(s), any amendments and applicable portions of the trust identifying the trustees' powers.
<b>If property is held in a trust and one or more of the original trustors has died</b>	Provide a copy of the recorded Affidavit Death of Trustee, the entire trust and any amendments. If you do not have a recorded Affidavit Death of Trustee, provide original copies of the Death Certificate(s).
<b>If property is held as an entity of an LLC</b>	Provide the Operating Agreement and the LLC-I filing.
<b>If property is held as a Partnership</b>	Provide the Partnership Agreement and the LP-I filing.
<b>If property is held through an Investment Fund</b>	Provide documentation identifying the trustee(s)/signer(s) of the fund.
<b>If property is held as an Out of State Corporation</b>	Provide a Certificate of Good Standing and a Corporate Resolution identifying the signer(s) for the Corporation.
<b>If property is held as a California Corporation</b>	Provide the Corporate Resolution naming the signer(s) for the Corporation.

Part of the TRG Family of Companies