



CHECKLIST FOR SELLERS

SOME OF THE INFORMATION THAT ESCROW AND TITLE WILL NEED FROM THE SELLER(S) TO CLOSE ESCROW:

- » Current copies of statements with loan numbers for all mortgages on the property including all lines of credit even if there is a zero balance.
- » 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 his/her absence.
- » Wire instructions; 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:*

If property is held in a trust and both original trustors are still alive	Provide from the trust document(s): cover sheet, signature page(s), any amendments and applicable portions of the trust identifying the trustees' powers.
If property is held in a trust and one or more of the original trustors has died	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).
If property is held as an LLC	Provide the Operating Agreement and the LLC-1 filing.
If property is held as a Partnership	Provide the Partnership Agreement and the LP-1 filing.
If property is held through an Investment Fund	Provide documentation identifying the trustee(s)/signer(s) of the fund.
If property is held as an Out-of-State Corporation	Provide a Certificate of Good Standing and a Corporate Resolution identifying the signer(s) for the Corporation.
If property is held as a California Corporation	Provide the Corporate Resolution naming the signer(s) for the Corporation.