



Checklist

of Items Needed for a **Successful Closing**

- » **Closing Instructions or Real Estate Broker Worksheet**
- » **Purchase Agreement**
- » **Valid Photo Identification**
- » **Amendments or Addenda**
- » **All Closing Party Members**

If Applicable:

- » Buyer(s) Pre-Approval Letter
- » Home Warranty Application
- » Payoff Authorization to Release Information
- » Association/Condominium Contact Information
- » Copy of Earnest Money Deposit Check and Escrow Agreement
- » Cashier's Check, Treasurer's Check, or Wire Transfer
- » Power of Attorney
(original needed at closing)
- » Divorce Decree and Quit Claim Deed
(original needed at closing, if not recorded)
- » Court Order from Bankruptcy Court
- » Corporation Documents: Board of Resolution, Certificate of Good Standing and Articles of Organization
- » Death Certificate
(original needed at closing)
- » Prior Owner's Title Policy
- » Trust Agreement and Attorney Contact
- » Letter of Authority for Probated Estate
(original needed at closing, if not recorded)
- » Limited Liability Company Documents: Operating Agreement and Articles of Organization
- » Hazard Insurance Policy and Paid Receipt

Title Alliance Professionals

7111 W Bell Road, Suite 102
Glendale AZ, 85308
O: 623-500-5031 | F: 866-262-4437
tap@titleallianceprofessionals.com

