



CHECKLIST OF ITEMS NEEDED FOR A *Successful Closing*

» Closing Instructions or
Real Estate Broker Worksheet

» Purchase Agreement

» Amendments or Addenda

» Valid Photo Identification

» All Closing Party Members

If Applicable:

» Buyer(s) Pre-Approval Letter

» Divorce Decree and
Quit Claim Deed
(original needed at closing,
if not recorded)

» Trust Agreement and
Attorney Contact

» Home Warranty Application

» Court Order from
Bankruptcy Court

» Letter of Authority for
Probated Estate
(original needed at closing,
if not recorded)

» Payoff Authorization to
Release Information

» Corporation Documents:
Board of Resolution,
Certificate of Good Standing
and Articles of Organization

» Limited Liability Company
Documents: Operating
Agreement and Articles of
Organization

» Association/Condominium
Contact Information

» Copy of Earnest Money Deposit
Check and Escrow Agreement

» Death Certificate
(original needed at closing)

» Hazard Insurance Policy
and Paid Receipt

» Cashier's Check, Treasurer's Check,
or Wire Transfer

» Power of Attorney
(original needed at closing)

» Prior Owner's Title Policy



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