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

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