

Checklist for a Successful Closing - Seller

Will any of these situations affect your transaction?		YES	NO
1.	Is this a short sale?		
2.	Is this property held in Title by a trust or estate?		
3.	Are any of the parties held in Title deceased?		
4.	Has there been a change in marital status and/or name change?		
5.	Will there be a new entity formed, i.e., LLC, Partnership or Corporation?		
6.	Are the sellers of this property Non-Residents of Colorado and/or non-U.S citizens? (2% State tax or FIRPTA may apply)		
7.	Does this transaction involve a 1031 Exchange?		
8.	Will a mail-out or mobile notary be necessary?		
9.	Will you need a Power of Attorney?		
10.	Do all parties signing documents have valid PHOTO ID or Driver's License?		
11.	Is there a mortgage loan balance on this property? If yes, please provide Lender company contact info for loan payoff.		
	Lender Name: _____ Phone #: _____ Loan #: _____		
12.	Is there a Homeowner's Association? Sub-Association? If yes, please provide HOA name and phone number.		
	HOA Name: _____ Phone #: _____ Sub-Association: _____ Phone #: _____		



Joan Pratt, MS, CRS, CDPE, CLHMS, CARI

RE/MAX Professionals
 9200 E Panorama Cir, Suite 140
 Englewood CO 80112
 Joan@JoanPratt.com
 Office: 720-506-3001

