

SELLERS CHECKLIST

WHEN OPENING ESCROW



EXISTING MORTGAGE STATEMENT/INFO

NAME OF LENDER, LOAN NUMBER, PHONE NUMBER



HOA (IF APPLICABLE)

MANAGEMENT AND HOA CONTACT INFO,
AMOUNT OF DUES (MONTHLY/QUARTERLY)



RENTAL/UNITS

TENANTS RENT AND DEPOSIT INFORMATION
RENT DUE DATES



TRUST INFORMATION

TRUST AGREEMENT, DEATH CERTIFICATE
(IF ORIGINAL TRUSTEES HAVE PASSED)



ENTITY (LLC, CORP)

SUPPORTING DOCUMENTS

