



# CHECKLIST FOR SELLERS

## SOME OF THE INFORMATION THAT ESCROW AND TITLE WILL NEED FROM THE SELLER(S) TO CLOSE ESCROW:

- » Current copies of statements with loan numbers for all mortgages on the property including all lines of credit even if there is a zero balance.
- » Current copies of statements for each Homeowner's Association. Please be sure that all association and management company contact information are on the statements.
- » If anyone involved in the transaction has plans to leave town, please provide us with contact information during his/her absence.
- » Wire instructions; the actual wire instructions may be different from the numbers on physical checks.
- » Documentation related to how title is currently held. *See our chart below:*

<b>If property is held in a trust and both original trustors are still alive</b>	Provide from the trust document(s): cover sheet, signature page(s), any amendments and applicable portions of the trust identifying the trustees' powers.
<b>If property is held in a trust and one or more of the original trustors has died</b>	Provide a copy of the recorded Affidavit Death of Trustee, the entire trust and any amendments. If you do not have a recorded Affidavit Death of Trustee, provide original copies of the Death Certificate(s).
<b>If property is held as an LLC</b>	Provide the Operating Agreement and the LLC-1 filing.
<b>If property is held as a Partnership</b>	Provide the Partnership Agreement and the LP-1 filing.
<b>If property is held through an Investment Fund</b>	Provide documentation identifying the trustee(s)/signer(s) of the fund.
<b>If property is held as an Out-of-State Corporation</b>	Provide a Certificate of Good Standing and a Corporate Resolution identifying the signer(s) for the Corporation.
<b>If property is held as a California Corporation</b>	Provide the Corporate Resolution naming the signer(s) for the Corporation.

**FirstCaliforniaEscrow**  
*Count on Our Excellence®*