Successful Closing
Checklist
of Items
Needed for a

- Closing Instructions or Real Estate Broker Worksheet
- Purchase Agreement
- 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
- Valid Photo Identification
- Amendments or Addenda
- All Closing Party Members
- 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

Land Title and Escrow Company
Anacortes 360-299-0565
Burlington 360-707-2312
Stanwood 360-629-9737
Oak Harbor 360-679-5055
Freeland 360-331-4838

www.ltco.com