

SAMPLE: Real Estate Closing Checklist

- Title Commitment
- Check the title exceptions and review with examiner if needed
- Survey ordered and received prior to closing
- Mortgage payoffs ordered or releases acquired for old mortgages on title
- Home Equity payoffs ordered, if applicable, need "Account Close" Letter to be signed off by Borrowers and delivered with the payoff check – if no payoff (zero balance) deliver "Close" Letter!
- Check transfer tax guide for your municipalities' requirements for transfer stamps
- Check on real estate tax payments
- Tax prorations computed for closing; real estate taxes, association fees, water, sewer
- Real estate broker commission and splits
- Amount of earnest money; brought to closing or retained by broker
- Power of Attorney
- Seller's documents for closing:
 - Deed (check vesting, spelling of names)
 - Affidavit of Title
 - Bill of Sale, if applicable
 - State and County Tax Revenue Declaration, if applicable
- Check for any city and county requirements
- If Condominium
 - Right of First Refusal
 - Paid HOA dues and assessment Letter
 - Certificate of Insurance transferred to new owner
- If Investment
 - Copies of Leases
 - Security Deposit Log
 - Letters to Tenants
 - Prorations of Rents and Security Deposits
- Buyers Documents for Closing
 - Drivers' license or acceptable form of I.D. from each buyer
 - Home Owners Insurance with paid receipt
 - Settlement Statement from sale of previous home, if applicable
- Closing confirmed with all parties
 - Buyer(s) – Borrower(s)
 - Seller(s)
 - Lender
 - Seller's attorney (if applicable)
 - Buyer's attorney (if applicable)
 - Listing Broker
 - Selling Broker



SAMPLE: Documents for Recording

DEEDS

- Address of NC attorney who prepared document
- Address to which to return document after recording
- Address of property
- Name and address of the Grantee for tax billing purposes
- Deed dated
- Legal description same as the title opinion, contract, commitment and survey
- Consideration recited & applicable excise tax stamps and transfer stamps (actual consideration should be used on an administrator's, executor's or guardian's deed)
- Notarized
- PIN# match the tax records
- Grantor residency statement

GRANTOR - INDIVIDUALS

- Marital status stated?
- Does the grantor have the capacity to convey? *i.e.*, not a minor, incompetent or other legally disabled person
- If titleholder is married, spouse must sign to waive marital rights

GRANTOR - PARTNERSHIPS

- Deed must recite the state in which the partnership was formed
- Verify name from partnership agreement (for general partnership)
- Verify name with Secretary of State records (for limited partnership)
- Verify partner(s) with the authority to sign the Deed – from the partnership agreement or, for limited partnership, from records filed with the Secretary of State
- Record Assumed Name Certificate
 - Terms of the Partnership Agreement
 - Copy of the Agreement
 - Copy of any Amendments, if any

GRANTOR – CORPORATIONS

- Deed must state the state of incorporation
- Certified copy of the Corporate Resolution authorizing the conveyance of the property or the mortgage
- Corporate Articles and By-laws, to verify authority of officers for the transaction
- Verify name with Secretary of State records
- Certificate of Good Standing

GRANTOR - RELIGIOUS ENTITIES

- How is title held? Do you know who is authorized to sign the Deed?
 - Non-Profit corporation? Review Secretary of State records
 - Trustees? Verify current trustees as of last election and authority for this transaction
 - Unincorporated nonprofit association? Assure recording of appropriate Certificate
- Review By-laws, denominational requirements (if any)
- Resolution passed by the members of the party in title authorized the conveyance
- Proper procedure: Form of notice, meeting, attendance/quorum, number of votes at election

GRANTOR - LIMITED LIABILITY COMPANY

- Deed must recite the state in which the company was formed
- Certificate of Good Standing
- Articles of Organization
- List of managers or members from last filed Annual Report
- Certification that no event of dissolution has occurred



SAMPLE: Simplified Recording Checklist

File Number:

Task	Notes	Date Completed
Document identified by name		
If Consideration is not recited on deed – show excise tax consideration and transfer tax (in applicable counties)		
Real Estate Transfer Valuation Affidavit listing consideration & attached to deed, where required		
Exemption clauses for revenue stamps & transfer taxes, if applicable		
NC Attorney Drafter/Preparer By Name/Address		
Return To Name/Address		
Document Dated date		
Grantor Name/Address		
Marital status of Grantor		
Joinder of spouse of Grantor, if any		
Grantee Name/Address		
Mortgagee/Assignee/Borrower Name Address		
Marital Status of Grantee		
a/k/a or f/k/a verbiage, if needed		
POA/Trust/Probate/Death Certificate Verbiage, if needed		
Trust/Corporate or other entity signature block/identification		
Legal Description (Proofed against title examination, commitment & closing instructions)		
Property tax ID number		
Exhibit/Rider indicated and/or attached (i.e. see attached Exhibit A)		
Grantor residency verification		
Signature(s) – match typed names beneath		
Name(s) printed under all signature(s)		
Notarized		
• Notary County in which commissioned		
• State Referenced in Acknowledgement		
• Notary “Acting In” County		
• Notary Expiration Date		
• Individual/Company Name(s) in Notary Acknowledgement		
• Date in Acknowledgement		
• Printed Notary Name		
Light ink or blurry Notary Stamp (will get kicked back unrecorded)		
Margins & font Sizes meet state requirements		
Printed ink color – black (ROD Requirements? Lender Requirements?)		
DOUBLE CHECK recording in proper county ROD that Property is located in!!!		

