



# Checklist

## of Items Needed for a Successful Closing

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

### *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
- » 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

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