

DIAMOND STAR REALTY
MUHAMMAD & ASSOCIATES

SELLERS AND INVESTORS CHECKLIST

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|--|---|
| <input type="checkbox"/> Last HUD Statement/Closing Statement (if applicable) | <input type="checkbox"/> Survey (if applicable) |
| <input type="checkbox"/> Name, address, phone number of attorney (if applicable) | <input type="checkbox"/> Signed Purchases/Seller Authorization |
| <input type="checkbox"/> Tax Bill / Receipt (original) | <input type="checkbox"/> Contract Person Access to property, Name & 2 telephone numbers |
| <input type="checkbox"/> 1 st Mortgage Payoff (Good for 30 days) | <input type="checkbox"/> Transfer Stamps (original) |
| <input type="checkbox"/> 2 nd Mortgage Payoff (if applicable, Good for 30 days) | <input type="checkbox"/> Water Bill Certification (original) |
| <input type="checkbox"/> Copy of old appraisal | <input type="checkbox"/> Special Assessment Receipt (if applicable) |
| <input type="checkbox"/> Inside pictures, before & after (if applicable) | <input type="checkbox"/> Builders Inspection (if applicable) |
| <input type="checkbox"/> Copy of work order | <input type="checkbox"/> Builders Warranty or Home Warranty purchase (if applicable) |
| <input type="checkbox"/> Copy of receipts of work completed | <input type="checkbox"/> Zoning / Certificate of Inspection (original) |
| <input type="checkbox"/> Date of original purchase | <input type="checkbox"/> Original Warranty Deed (Purchase) |
| <input type="checkbox"/> Copy of all leases (if applicable) | <input type="checkbox"/> Letter of Direction (if applicable) |
| <input type="checkbox"/> Signed Real Estate contract & riders | <input type="checkbox"/> Change of Name & Address Real Estate Tax bill change Cook County |
| <input type="checkbox"/> Bill of Sale (if applicable) | <input type="checkbox"/> SELLERS REALTOR RETAINER FEE \$500 |
| <input type="checkbox"/> Assignment of Rents and Leases (if applicable) | |