

Document Checklist - Buying

[To collect from Seller and to have Seller sign]

Seller: _____.

Property: _____.

To collect from Seller

- Copy of Mortgage, showing type of loan (fixed, ARM, or balloon payment)
- Copy of any collection letters, foreclosure filings, etc.
- Recent mortgage statement or coupon showing balances
- Attorney Letters (if any)
- Copy of Homeowners Insurance Policy
- Property Survey
- Deed
- Copy of Previous HUD Settlement Statement (when they bought house, if available)
- Listing sheet (if house was listed by a Realtor or purchased from a Builder)
- Copy of previous Appraisal

To have Seller sign

- Standard Purchase and Sales Agreement
- Warranty Deed to Trustee
- Agreement and Declaration of Trust
- Assignment of Beneficial Interest
- Limited Power of Attorney
- Agreement and Statement of Understanding
- Authorization to Release
- Residential Real Estate Disclosure
- Addendum for Seller to Remain in Property
- Seller's Property Information Sheet
- Escrow Letter
- Insurance Cancellation Letter
- Letter to Mortgage/Insurance Company
- Bill of Sale
- Agreement for Money Disbursed

Note: You may need to do separate (TO HAVE SELLER SIGN) in the case that the sellers are in a divorce.