

**PURCHASE FILE CHECKLIST**

**(Sample)**

File No.: \_\_\_\_\_ County/City: \_\_\_\_\_

Property Address: \_\_\_\_\_

Buyer/Borrower: \_\_\_\_\_

Sale Price \$ \_\_\_\_\_ Earnest Money \$ \_\_\_\_\_ Seller Subsidy \$ \_\_\_\_\_

Seller: \_\_\_\_\_

Listing Realtor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Commission: \_\_\_\_\_ Admin Fee \$ \_\_\_\_\_

Selling Realtor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Commission: \_\_\_\_\_ Admin Fee \$ \_\_\_\_\_

Lender: \_\_\_\_\_

HOA/CONDO contact: \_\_\_\_\_

Termite: \_\_\_\_\_ Paid by: \_\_\_\_\_

Home Warranty: \_\_\_\_\_ Fee \$ \_\_\_\_\_ Paid by: \_\_\_\_\_

Rent Back: \_\_\_\_\_

Type of Policy: Owner  Basic  Enhanced Loan  short  long Lien Position: 1<sup>st</sup>  2<sup>nd</sup>

Judgment(s) to be Satisfied: \_\_\_\_\_

Payoff(s) to be Satisfied: \_\_\_\_\_

Real Property Taxes: 1<sup>ST</sup> Half (Due Date): Due:  Paid:  Amount: \$  
2nd Half: (Due Date): Due:  Paid:  Amount: \$

**Current Assessed Value** \$ \_\_\_\_\_

**Prior Year Taxes Delinquent?** Yes:  No:

Water: From: Thru: Due:  Paid:  Amount: \$  
Sewer: From: Thru: Due:  Paid:  Amount: \$

CONDO – HOA From: Thru: Due:  Paid:  Amount: \$

**NOTES:**

\_\_\_\_\_

**PURCHASE FILE CHECKLIST**

**(Sample)**

<b>PRE-SETTLEMENT SELLER:</b>	<b>PRE-SETTLEMENT TITLE ITEMS:</b>
<input type="checkbox"/> SELLER PACKAGE OUT <input type="checkbox"/> RECEIVED	<input type="checkbox"/> ORDER TITLE
<input type="checkbox"/> ATTENDING SETTLEMENT?	<input type="checkbox"/> HIGH LIABILITY (OVER LIMITS) PPROVAL
<input type="checkbox"/> AUTH. CLOSE LINE OF CREDIT	<input type="checkbox"/> LETTER OF INDEMNITY NEEDED
<input type="checkbox"/> CONSENT TO CONTACT LENDER	<input type="checkbox"/> COMMITMENT REVIEW
<input type="checkbox"/> TRUST AGREEMENT	<b>AT SETTLEMENT AFFIDAVITS AND FORMS: (B=BUYER / S=SELLER)</b>
<input type="checkbox"/> POWER OF ATTORNEY	<input type="checkbox"/> AfBA NOTICE / DISCLOSURE
<input type="checkbox"/> CORPORATE DOCUMENTS	<input type="checkbox"/> CHOICE OF TENANCY (B)
<input type="checkbox"/> 1 <sup>st</sup> PACER SEARCH (Bankruptcy)	<input type="checkbox"/> ESCROW AGREEMENT (B&S)
<input type="checkbox"/> SUBORD. OF EXISTING 1 <sup>st</sup> LIEN	<input type="checkbox"/> ALTA / CD – ACKNOWLEDGMENT OF RECEIPT (B&S)
<input type="checkbox"/> CURRENT OWNER’S POLICY	<input type="checkbox"/> FIRPTA (Buyer’s Certification) (B)
<input type="checkbox"/> DEATH CERTIFICATE FOR: <input type="checkbox"/> RECEIVED	<input type="checkbox"/> PROCEEDS AUTH. OF DISTRIBUTION (S)
<input type="checkbox"/> DEED REQUIRED FROM (Other than seller in title):	<input type="checkbox"/> IRS FORM 1099-S
<input type="checkbox"/> DIVORCED?	<input type="checkbox"/> JUDGMENT AFFIDAVIT (S)
<input type="checkbox"/> ESTATE INFO FOR:	<input type="checkbox"/> OWNER’S AFFIDAVIT (S) – (FULLY EXECUTED) & Borrower(s) on a Refinance
<input type="checkbox"/> PATRIOT ACT NAME SEARCH	<input type="checkbox"/> POA – AGENT (AIF) AFFIDAVIT (S)
	<input type="checkbox"/> ORT PRIVACY NOTICE (B)
<b>PRE-SETTLEMENT BUYER:</b>	<input type="checkbox"/> NOTICE OF AVAILABILITY OF TITLE INSURANCE - (FULLY EXECUTED)
<input type="checkbox"/> BUYER PACKAGE OUT <input type="checkbox"/> RECEIVED	<input type="checkbox"/> TITLE BRING TO DATE / JUDGMENTS / 2 <sup>nd</sup> PACER
<input type="checkbox"/> CORPORATE DOCUMENTS	<input type="checkbox"/> VIRGINIA R-5
<input type="checkbox"/> ORDER NEW SURVEY <input type="checkbox"/> RECEIVED	<input type="checkbox"/> POLICY / DEED/ TRUST
<input type="checkbox"/> HOMEOWNER’S/HAZARD (Proof of) & Premium Amount	<input type="checkbox"/> ORDER REQUIRE (C/S - Release) <input type="checkbox"/> RECEIVED
<input type="checkbox"/> POWER OF ATTORNEY	
<input type="checkbox"/> REPAIRS (PAID?)	<b>NOTES:</b>
<input type="checkbox"/> CPL/ SECURE WIRE Instructions	
<input type="checkbox"/> TRUST AGREEMENT	
<input type="checkbox"/> PATRIOT ACT NAME SEARCH	
<input type="checkbox"/> 1 <sup>st</sup> PACER SEARCH (Bankruptcy)	
<input type="checkbox"/> PRELIM CD/HUD	