

# Closing Book

*[Site Name/Nickname]* \_\_\_\_\_

*[Address]* \_\_\_\_\_

*[Parish/Agency (if applicable)]* \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

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

**Counsel:** \_\_\_\_\_

**Buyer:** \_\_\_\_\_

**Counsel:** \_\_\_\_\_

**Title/Escrow:** \_\_\_\_\_ **Title Insurance Company**

**Title/Escrow No.:** \_\_\_\_\_

**OLS File Number:** \_\_\_\_\_

*[Note to preparer: Please make sure all documents are final, fully executed documents. Copy of recorded deed comes later in time, but the rest of the documents should be complete at closing. If a document listed below was not relevant to transaction, then delete the line. Of course, add a line for any transaction specific documents not listed below. No need to put in binder or hole punch; stack of documents, in order, suffices. Change footer. Any notes in brackets should be deleted, too.]*

## **List of Documents**

1. Real Estate Purchase and Sale Agreement
2. Amendment to Real Estate Purchase and Sale Agreement (if any)
3. Strict Joint Order Escrow Instructions regarding Earnest Money
4. Quit Claim Deed/ Trustee's Deed/ Warranty Deed
5. Direction to Convey (if Trustee's Deed)
6. Bill of Sale
7. Plat Act Affidavit (if necessary)
8. Escrow Holdback Agreement (if any)
9. Joint Order Escrow Agreement regarding Holdback (if any)
10. Owner's Title Insurance Policy *[Note: this is not the same thing as the title commitment. This is the final title insurance policy. Title company either gives it to you at closing or else sends it separately. The final title policy is of utmost importance in a purchase. In a sale, we don't need a copy of the final policy (much less an original), but we should get a copy of the final proforma title commitment.]*
11. Title Exception Documents
12. Closing Statement *[prepared by purchaser or seller]*
13. Escrow Disbursement or Settlement Statement *[prepared by escrow agent]*
14. Affidavit of Title
15. Affidavit of Ownership (if any)
16. Statement Required for the Issuance of Alta Owners and Loan Policies
17. Certificate of Exempt Transferor
18. No Broker/No Manager Affidavit
19. Solicitation/Taxpayer I.D. Number
20. Statement by Grantor and Grantee
21. GAP Personal Undertaking
22. Illinois Real Estate Transfer Declaration

23. Cook County Real Estate Transfer Declaration
24. City of Chicago Department of Revenue Real Property Transfer Tax Declaration
25. Deed and Money Escrow Instructions (if any)
26. Assignment of Lease (if any)
27. Assignment of Contract (if any)
28. Lease Agreement (if any)
29. Memorandum of Lease (if any)
30. Water Certificates
31. Municipal Inspection and Transfer Stamps
32. Final Survey

