

PURCHASE CHECK LIST

Parish Name : _____ Site Address: _____
 Contact at Parish: _____ PIN #: _____
 Phone Number: _____ Property Use: _____
 Broker: _____ Phone: _____ Fax: _____
 Seller's Attorney: _____ Phone: _____ Fax: _____

Attorney assigned: _____
 CPS complete: _____

Earnest Money paid: \$ _____
 Earnest Money held by: _____

| | Ordered/ Prepared | Received | Attorney Reviewed |
|--|----------------------|----------|----------------------|
| Contract accepted/Date: | | | |
| Buyer's Inspection | | | |
| Legal description and Sidwell map | | | |
| Title committment | | | |
| Survey | | | |
| Copy of most recent tax bill | | | |
| MUNICIPAL: | | | |
| Water certificate | | | |
| Zoning certificate | | | |
| Inspection | | | |
| City Transfer tax Yes No | | | |
| Exemption form needed Yes No | | | |
| Amount: \$ | | | |
| Broker's statement | | | |
| Closing statement from Seller's attorney | | | |
| Check request | | | |
| CONDO: | | | |
| Assessment letter | | | |
| Condo Association declaration and bylaws | | | |
| Insurance Certificate | | | |
| Waiver | | | |
| TENANT OCCUPIED PROPERTY: | | | |
| Original leases | | | |
| Assignment of leases | | | |

POST-CLOSING

Is an exemption needed? Yes _____ No _____ Complete
 Update insurance - Ins. Mgr.
 Change of address for tax bills & utilities

Copies of closing docs: Book Parish Legal Parish file Accting

Open Issues: _____
