

SALE CHECK LIST

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

Attorney assigned: _____
 CPS complete: _____

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

	Ordered/ Prepared	Received	Attorney Reviewed
Contract accepted/Date:			
Buyer's Inspection			
Legal description and Sidwell map			
Title committment Date ordered:			
Survey Date ordered:			
Copy of most recent tax bill			
MUNICIPAL:			
Water certificate			
Zoning certificate			
Inspection report			
City Transfer tax Yes No			
Exemption form needed Yes No			
Amount: \$			
Deed & closing documents prepared			
Broker's statement			
Closing statement sent to Buyer's attorney			
Closing documents signed by Director of Finance			
CONDO:			
Assessment letter			
Condo Association declaration and bylaws			
Insurance Certificate			
Waiver			
TENANT OCCUPIED PROPERTY:			
Original leases			
Assignment of leases			

POST-CLOSING

DIVISION:
 Is a division needed? Yes ____ No ____ N/A ____
 Order survey Date ordered: _____
 Continued use affidavit? Yes ____ No ____ N/A ____

Copies of closing docs: Book Parish Legal Parish file Accting

Open Issues: _____
