Attorney's Checklist—
ACTION PRIOR TO, AT TIME OF, AND SUBSEQUENT TO CLOSING

RETAINED ON _____ BY: _____

Purchasers [ ] Sellers [ ]
Mortgagors [ ] Mortgagees [ ]

Interviewed on: _____

Social Security Numbers of Parties:

_____ _____

_____ _____

Explained:

Adjustments [ ] Title Ins. [ ]
Pers. Prop. Clause [ ] Escrow [ ]
Closing Costs [ ] Mortgage [ ]
Attorney's Fee [ ]

Papers Requested

_____

_____

Existing Survey, prior title report, and all C's of O. requested from Seller's Attorney

CONTRACT SIGNING on _____

Survey Available Yes [ ] No [ ]
Surveyor: _____
Guaranteed To: _____
Ordered: _____ Received: _____

MORTGAGE: Subject to: _____ liber____ page____

MORTGAGE-PROCURE: Term _____ Years. Int. _____
G.I. [ ] Conventional [ ]
F.H.A. [ ] Private purchase money [ ]

Application made to the following mortgagee _____ on _____
Mortgage Commitment received from _____ on
_____
Accepted Mortgage Commitment signed and returned by borrowers on _____
or
Seller's Attorney duly and timely notified of denial of mortgage commitment on _____

Sample
Sample

CLOSING DOCUMENTS:

Cty____ Sec____ Blk____ Lot

To be furnished (F) or received (R) at closing:

Deed (type)	[ ]	Assign. of Contract	[ ]
State of N.Y. Equalization and Assessment Report	[ ]	New York State Transfer Tax Return and Credit Line Mortgage Certificate	[ ]
		New York City Transfer Tax Return	[ ]
Note	[ ]	Owner's Estoppel	[ ]
Mortgage	[ ]	Lienor's Estoppel	[ ]
Extension	[ ]	Landlord's Estoppel	[ ]
Satisfaction	[ ]	Affidavit of Title	[ ]
Assign. of Mtge Escrow	[ ]	Possession Agreement	[ ]
Agreement	[ ]	Broker's Agreement	[ ]

MISCELLANEOUS PAPERS:

To be furnished (F) or received (R):

Smoke Alarm Affidavit	[ ]	Fire Underwriter Cert.	[ ]
C. of O.	[ ]	Combustible Permit	[ ]
L.R.O. Orders	[ ]	Certificate of Reduction	[ ]
Elevators Cert.	[ ]	Bank Letter	[ ]
Leases	[ ]	Keys	[ ]
Electrical Insp. Cert.	[ ]	Statement of No Tax Due	[ ]

EXAMINATION OF TITLE:

Ordered on: _____
Company _____
Received on: _____
Report on: _____
Title #: _____
Requested report mailed to Sellers' attorney on _____
Requested report mailed to Mortagee on _____

Departmental & C. of O. for premises and additions
Searches (Taxes and Municipals)
Ordered by title co. on _____
Ordered Separately on _____
Survey Inspection based on Existing Survey ordered on _____
Reviewed Objections with Seller's Attorney on _____
Agreed on payments and adjustments with Seller's attorney on _____

CLOSING DATE SET:

Parties Notified:

Sample
Sample

Bank's attorney _____ Title company _____
Seller's attorney _____ Broker _____

FOLLOWING CLOSING:

CLOSING STATEMENT:

Prepared on _____
Mailed to clients on _____
Bill transmitted to clients at closing on _____ or mailed on _____

IRS 1099S prepared by settlement agent:
Mailed to IRS on _____
Caveat: Bank must comply with IRS 1099S filing requirement but where no bank involved, responsible party must file 1099S no later than last day of February of the year following closing.

DOCUMENTS TO BE RECEIVED BY MAIL:

Recorded Deed received on _____; recorded on Cty___ Liber ____ pg _____
Policy of Title Insurance received on _____
Insurance Endorsements received on _____

NOTICES TO BE SENT:

Collector of Taxes	Mailed: _____	1st Mortgagee	Mailed: _____
Dept. of Bldgs.	Mailed: _____	2nd Mortgagee	Mailed: _____
Insurance Cos.	Mailed: _____	Letter to Tenants	Mailed: _____
Rent Office	Mailed: _____	Others:	Mailed: _____

DOCUMENTS TO BE MAILED TO CLIENT:

Closing Statement	Mailed: _____
Bill	Mailed: _____
Deed	Mailed: _____
Title Policy	Mailed: _____

Sample
Sample