

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

RETAINED ON

BY:

Purchasers   
Mortgagors

Sellers   
Mortgagees

Interviewed on:

Social Security Numbers of Parties:

\_\_\_\_\_  
\_\_\_\_\_

Explained:

Adjustments	<input type="checkbox"/>	Title Ins.	<input type="checkbox"/>
Pers. Prop. Clause	<input type="checkbox"/>	Escrow	<input type="checkbox"/>
Closing Costs	<input type="checkbox"/>	Mortgage	<input type="checkbox"/>
Attorney's Fee	<input type="checkbox"/>		

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.	<input type="checkbox"/>	Conventional	<input type="checkbox"/>
F.H.A.	<input type="checkbox"/>	Private purchase money	<input type="checkbox"/>

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

**CLOSING DOCUMENTS:**

Cty            Sec            Blk            Lot

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

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

**MISCELLANEOUS PAPERS:**

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

Smoke Alarm Affidavit	<input type="checkbox"/>	Fire Underwriter Cert.	<input type="checkbox"/>
C. of O.	<input type="checkbox"/>	Combustible Permit	<input type="checkbox"/>
L.R.O. Orders	<input type="checkbox"/>	Certificate of Reduction	<input type="checkbox"/>
Elevators Cert.	<input type="checkbox"/>	Bank Letter	<input type="checkbox"/>
Leases	<input type="checkbox"/>	Keys	<input type="checkbox"/>
Electrical Insp. Cert.	<input type="checkbox"/>	Statement of No Tax Due	<input type="checkbox"/>

**EXAMINATION OF TITLE:**

Ordered on:

Company

Received on:

Report on:

Title #:

Requested report mailed to Sellers' attorney            on

Requested report mailed to Mortgagee            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:

Bank's attorney	<input type="checkbox"/>	Title company	<input type="checkbox"/>
Seller's attorney	<input type="checkbox"/>	Broker	<input type="checkbox"/>

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:



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