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

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 New York State Transfer Tax Return

and Assessment Report [ ] 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:

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: \_\_\_\_\_\_\_\_\_