



# REQUIRED CLOSING DOCUMENTS

DATE \_\_\_\_\_

A closed file will not be acceptable to the company unless all forms have been properly executed and turned into the brokerage within 24 hours of the closing. Any deviation must be approved by the Managing Broker prior to the commission being paid by the brokerage.

Address of property: \_\_\_\_\_ Date Closed: \_\_\_\_\_

ACE Agent Name: \_\_\_\_\_ HHH Lead: Yes \_\_\_\_\_ No \_\_\_\_\_  
Lead -

Form Name	Mandatory	Comment	Date Sent	N/A
Commission check \$ _____	XX	Must be made payable to Sellstate ACE Realty or ACE Realty		
Buyer Statement of Settlement	XX	Signed by the buyer(s)		
Seller Statement of Settlement	XX	Signed by the seller(s)		
HUD Statement of Settlement	XX	Signed by buyers and sellers		
Closing Instructions	XX	Signed by buyers and sellers		
Tax Proration Agreement	XX	Signed by buyers and sellers		
Utility Escrow Agreement	XX	Signed by buyers and sellers		
Title Commitment and all Endorsements	XX	Verify names and legal descriptions are correct and title requirements are satisfied		
Tax Certificate – Real Estate Tax & Assessment Agreement	XX	Verify that a tax proration is made between buyer and seller at the closing		
Real Property Transfer Declaration	XX	Filled out		
Bill of Sale	XX If personal property transfers	Confirm that inclusions and exclusions are correct according to the contract		
Copy of Deed	XX	Check names, tenancy and legal description		
Copy of Deed of Trust				

Copy of Power of Attorney	XX	If Applicable		
Title Company Final Affidavit				
All required Listing Documents still outstanding	XX			
All required Under Contract Documents Still outstanding	XX			
<b>If this is an ACE Realty Listing transaction, please supply the following information</b>	XX	Co-op Company Name:		
		Address:		
		ID #:		
		Contract Date:		
		MLS#:		
		Loan Amount:		
		Terms:		
		Rate:		
		Seller Concessions: \$		
		Points paid by Seller: \$		

**OFFICE USE ONLY:**

COMPLETED FILE SUBMITTED TO SELLSTATE ACE REALTY ON: \_\_\_\_\_ BY: \_\_\_\_\_

FILE CONTENTS AS REPRESENTED BY THIS CHECKLIST VERIFIED BY: \_\_\_\_\_

MLS STATUS CHANGED TO "SOLD" STATUS ON: \_\_\_\_\_ BY: \_\_\_\_\_