



"We Shine For You"

DIAMOND STAR REALTY

MUHAMMAD & ASSOCIATES

SELLER'S And INVESTORS CHECKLIST

- Last HUD Statement/Closing Statement, if applicable
- Name, address, phone number of attorney, if applicable
- Tax Bill / Receipt (Original)
- 1st Mortgage Payoff (Good for 30 days)
- 2nd Mortgage Payoff, if applicable – Good for 30 days
- Investor Payoff Transfer Declaration (Original)
- Copy of old appraisal
- Inside pictures (before & after), if applicable
- Copy of work order
- Copy of receipts of work completed
- Date of original purchase
- Copy of all leases, if applicable
- Signed Real Estate contract and riders
- Bill of Sale, if applicable
- Assignment of Rents and Leases, if applicable
- Survey, if applicable
- Signed Purchaser/Seller Authorization
- Contract Person Access to property, Name and 2 telephone numbers
- Transfer Stamps (Original)
- Water Bill Certification (Original)
- Special Assessment Receipt, if applicable
- Builders Inspection, if applicable
- Builders Warranty, or Home Warranty purchase, if applicable
- Zoning / Certificate of Inspection (Original)
- Original Warranty Deed (Purchase)
- Letter of Direction, if applicable
- Change of Name and Address Real Estate Tax bill change Cook County