

# CHECKLIST FOR ACQUISITIONS

## PROPERTY ADDRESS

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## CONTRACT PHASE

- Earnest Money Contract Or Lease With Option To Purchase
- Seller's Disclosure
- Lead Based Paint Addendum if built before 1978
- Water District (MUD) Notice
- Request for Mortgage Information Letter
- General Authorization To Release Information
- General Warranty Deed
- Open Title
- Order Mortgage Information Letter
- Is An Affidavit Of Memorandum necessary? (Yes Or No)

## CLOSING PHASE

- Land Trust Agreement (Who is Beneficiary? - Seller or Us)
- Assignment Of Beneficial Interest if necessary to \_\_\_\_\_
- Power Of Attorney if necessary
- Assignment Of Escrows and Insurance Proceeds if necessary
- Cancellation of Existing Insurance Letter
- Order Insurance/Quotes
- Review Existing Insurance and transfer to our agent if necessary
- **Immediately** notify canceled Insurance Co. to send **US** the Refund Check (send copy of the Assignment of Escrow and Insurance)
- Due On Sale Disclosure if necessary
- Investor Note and Deed of Trust if necessary:      Investor \_\_\_\_\_  
Amount \_\_\_\_\_ Term \_\_\_\_\_ Interest Rate \_\_\_\_\_
- General Warranty Deed if necessary
- Management Letter if not fully Assumed by us
- Add New Mortgage Payments to Scheduled Transactions
- Turn On Utilities
- Letters Regarding Change Of Mgmt/Ownership To Homeowners Association, Appraisal District, Mortgage Co.
- Make sure all documentation is in the Property Folder and put in file cabinet