

# MAAS LAW FIRM

## SUBJECT TO TRANSACTION CHECKLIST

- Purchase & Sales Agreement (one page sample on our website)
- Current Mortgage Statement
- Order payoff and/or reinstatement figures (please obtain in advance)
- A Copy of the Note (to verify it's not an ARM or has a balloon)
- Attempt to obtain existing survey from seller or Title Company
- Valid Driver License from Buyer(s) & Seller(s)
- Determine whether the seller is single, married, or divorced
- If there is an HOA, make sure to get info on any transfer fees, & resale certificates
- Obtain Buyer information (exactly as it will be appearing on the deed)
  - Name, cell phone numbers, emails, address if different from property address
- Preliminary title search – Bexar County Deed Records. Are there any liens or judgements affecting title?
- Are there any back taxes owed?
- Will the Seller want a Deed of Trust to Secure the Assumption, which will protect the Seller in case the Investor or Buyer does not make the monthly payments.

In order to close with the Maas Law Firm, we will need a completed sales contract signed by all parties, along with one-half of the closing fees upfront. Once these items are received we will be able to begin working on the file and preparing for closing. Please see next page for information needed to close.

[See next page for seller title checklist](#)

# MAAS LAW FIRM SELLER CLOSING CHECKLIST

## Seller Info

Seller full name (First, Middle and Last): \_\_\_\_\_

Seller Birthday: \_\_\_/\_\_\_/\_\_\_ Seller DL Number: \_\_\_\_\_ Seller SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

Past Addresses (last 10 years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seller full name (First, Middle and Last): \_\_\_\_\_

Seller Birthday: \_\_\_/\_\_\_/\_\_\_ Seller DL Number: \_\_\_\_\_ Seller SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

Past Addresses (last 10 years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Marital History since acquisition of property

Marriage?  No  Yes – If yes, Spouses name: \_\_\_\_\_ Date of Marriage: \_\_\_/\_\_\_/\_\_\_

Did spouse live in property?  No  Yes – If yes, include in contract.

Divorce?  No  Yes – If yes, County/State \_\_\_\_\_ Date of Divorce: \_\_\_/\_\_\_/\_\_\_

Death?  No  Yes – If yes, need copy of Death Certificate

Is there a will?  No  Yes – If yes, is it probated?  No  Yes  Currently in probate

## Mortgage Info

Recent Statement?  No  Yes

If no, need lenders name \_\_\_\_\_ Loan Number \_\_\_\_\_

Delinquent on Payments?  No  Yes

Please fill out this page and return with completed contract