

LAW OFFICES OF  
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LICENSED IN ILLINOIS AND CALIFORNIA

## **“REAL ESTATE CLOSING KIT”**

- If you are selling by-owner, I will create and customize the sales contract for you. If you are selling through real estate agents, please have their real estate office e-mail me your sales contract for “attorney review” once you sell the house. This will ensure that I am your attorney for your transaction, and that I will review the critical details of your contract. If you are both selling and buying, please email me both contracts. Remember, you need your own attorney to be objective and independent throughout your transaction.
- If there is an inspection being done on the property that you are selling, please make sure you email me a copy of the inspection report. Often this is a tool for negotiations, especially if there are life-safety issues like mold or radon.
- If you are a seller, it is my duty to handle the title insurance and ordering the survey for you. If you have the title policy and survey from when you purchased your property, please email these to me, as this may save you some money on closing costs.
- Please order a “payoff letter” for all mortgages on your property, and have these emailed to me. Make sure the payoff letter is good through a date that is a few business days *after* the closing date recited on the contract. If you used the “Illinois Hardest Hit Fund” for mortgage assistance in the past, this created a lien, and you may need to order a payoff letter from the Illinois Housing Development Authority.
- If you are selling a condominium, please send me any condo association documents in your possession.
- Selling and buying real estate is handled best by an experienced real estate attorney. I have been representing sellers and buyers since I was first licensed in 1988. I would be honored to assist you in order to have a smooth closing.