

**Check list for a sale**

**Seller is responsible for the following:**

- Tax certifications for the current year and three years prior
- Sewer/Trash certification for the past five years
- Water certification
- Use & Occupancy Certification, if required
- Production of leases, if applicable
- Clear title issues
- Mortgage and judgment and lien payoffs
- Valid Photo identification matching name on Deed (driver's license)

**Buyer is responsible for the following:**

- Mortgage lender requirements
- Title Insurance
- Homeowner Insurance
- Valid Photo identification (driver's license)
- Certified check for closing costs