

TITLE NEEDS CHECKLIST



DIVORCE

1. Copy of Filed Decree.
2. Copy of Property Settlement Agreement (often not filed or privacy reasons)
3. Was there a Quit Claim Deed ordered? Was it recorded?

ENTITIES

1. Copy of signed controlling documents for the company, and any amendments or resolutions.
 - a. Trust agreement
 - b. LLC operating agreement
 - c. Corporations' articles of incorporation and by laws
 - d. Partnership agreement
 - e. Churches, copy of "Discipline" Resolution allowing for sale, purchase or financing
 - f. Non profit organizations, similar to corporation, by laws. Copy of Resolution allowing for sale, purchase or financing

BANKRUPTCY

1. Court order to Sell, Purchase, Refinance
2. All court paperwork to Title to review to determine if the 2 – 14 day non concurrent Stays need to be observed. (this could be cumbersome, but the more the better for our review)

PROBATE

If your customer is stating probate, we should find it in the county court records. If we don't we'll ask for more details (for example: it might have been filed in another county).

LACK OF PROBATE

1. Copy of Death certificate
2. Copy of Will if there was one.
3. If no Will, copy of obituary. Title uses this to confirm Heirship
4. Estate taxes the same as a Probated estate
5. Lack of Probate Affidavit. This is provided by Title upon notice of a deceased party on a file. To be completed by an Heir.

Connect with CW Title to get answers to all of your title and escrow questions!
1.855.CWTITLE | cwservice@cwtitle.com | www.cwtitle.com