

## SUBJECT TO CHECKLIST

1. Order Title Work
2. Check if mortgage is up to date
3. Prepare all documents:
  1. Purchase Contract
  2. Seller's Acknowledgment
  3. Affidavit of Liens
  4. Limited Power of Attorney
  5. Seller's Disclosure
  6. Lead-Based Paint Addendum
  7. Change of Address to Mortgage Company
  8. Special Clauses (see attached)
4. Get access to the property
5. Start advertising
6. Transfer utilities, insurance
7. Close at a Title Company or Attorney's Office
8. Set up automatic payments for the mortgage