

Sellers Checklist

The following is a checklist of information that must be provided to our office; at the time you schedule an appointment to place your unit on the market

Please bring copies of all documents, no originals.

1. copy of your Deed (If you do not have this we have it)
2. Copy of the HUD-1 Settlement (also known as RESPA)- the document which indicates the sales price and an itemized list of the expenses associated with the closing when you purchased affordable unit. (If you cannot find this we will work with you).
3. Copy of the payment coupon or proof of what you pay for maintenance fees.
4. Copy of your most current tax assessment statement received from the Township.
5. Copy of a current tax bill if you pay your own taxes and it is not included in the mortgage payment (Quarterly or Annually)
6. Copy of your recent mortgage statement indicating the amount you presently pay in taxes, if your taxes are included in the mortgage payment.
7. Name, address, telephone number, and fax number of your attorney if you have retained one already.
8. A list of items included with the sale of the unit (e.g. washer, dryer, etc.) and a list of upgrades and features of your unit that you would wish to inform prospective buyers.

If you have any questions or require additional information please contact us at 908-704-9659