

CONTRACTING CHECKLIST

Buyer/Co-Buyer Info

- Legal first, legal middle, and legal last name for buyer/co-buyer
- Street name, city, state, zip
- Phone, email, date of birth
- Marital status
- Who is taking the property (myself as individual, myself as co-buyer, entity, trust or retirement plan)

Entity Info

- Entity name, type, and state
- If LLC:** Certificate of Good Standing, Articles of Organization, Operating Agreement, Real Estate Signing Resolution*, Verification of Ownership Interest*, Multiple Name Verification*, and affiliated entity docs.
- If Corporation:** Certificate of Good Standing, Articles of Incorporation, Bylaws, List of Officers, Real Estate Signing Resolution*, Verification of Ownership Interest*, Multiple Name Verification* and all affiliated entity docs.
- If Trust:** Certification of Trust or Declaration of Trust or Notarized Trust Agreement, Real Estate Signing Resolution*, and affiliated entity docs.
- If 401K:** Adoption Agreement, Plan Summary, Real Estate Signing Resolution*, Plan Sponsor or employee documents, and all affiliated entity docs.
- If IRA:** IRA Statement, IRA Account Application, Direction of Investment, Custodial Company Articles of Organization, Custodial Company Instructions for Investing in Real Estate, Custodial Company Corporate Resolution Authorizing Signatory for Purchase, Real Estate Signing Resolution*, and Multiple Name Verification*

Agent (if applicable)

- Agent's first name, last name, email, phone number, and agent license number
- Agent's firm name and full address

Funding

- Funding type (cash, hard money loan, line of credit, conventional loan or other)
- Financing details (if applicable): lender name, and financing agent name, phone number, and email

Purchase Details

- Vesting type
- Title insurance
- Closing company

Closing Company Info (if applicable)

- Company name and full address
- Closing contact's first name, last name, email, and phone number

Additional questions

- Are you purchasing this as an investment, primary residence, or second home?
- Are you a first time home buyer?
- (If property is unoccupied) have you viewed the inside of the property?
- Are you a licensed real estate agent?
- Is your preferred communication method email, phone or other?
- When is the best time to call you: morning, afternoon, evening, or anytime?

For more entity information, visit [auction.com/help](https://www.auction.com/help) or contact our Customer Care team at (800) 320-3226.

*Indicates an Auction.com document. Some sellers may require additional information, so check with your closing company.