

DOCUMENT "GET IT" CHECKLIST

DIVORCE

- Copy Of Filed Settlement Agreement
- Copy of Order or Decree of Divorce – Signed by Judge
- Quitclaim Deed from Spouse (if applicable)

TRUSTS

- Copy Of Entire Trust Agreement
- Original Declaration (a/k/a "Certificate") of Trust
- Death Certificate for any deceased Trustees or Trust Settlers/Grantors (if applicable)
- Proof of Trust Tax ID Number (TIN) and confirm that Trust has a bank account

ESTATES

- Copy Of Last Will & Testament
- Copy of Filed-Stamped Letters of Administration or Letters Testamentary
- Death Certificate for a co-owner of a property held as Joint Tenants with Right of Survivorship (if applicable)
- Proof of Estate Tax ID Number (TIN) and confirm that Estate has a bank account

CORPORATE ENTITIES

- Copy Of Operating Agreement (LLC), or By-Laws (Inc.), or Partnership Agreement (LP, LLP, LLLP)
- Copy (sometimes Original) Company Resolution or Corporate Resolution or Partnership Resolution (indicating signing authority)
- Proof of Tax ID Number (TIN) and that Entity has a bank account