

SUBTO CHECKLIST

What Is Needed for a successful sub-to transaction

- Purchase Contract (unredacted) and all addendums
- Subject To Addendum
- Seller Acknowledgments
- Assignment Contract
- JV agreement
- Monthly Loan Statement(s) preferably the latest for the month
- Loan Payoff Statement(s) - (if applicable)
- Reinstatement statement (s) - (if applicable, mostly if property is in foreclosure)
- HOA Disclosures and Amounts
- Solar document (if applicable)
- Septic Inspection (passing) within 6 months of closing (if property is on septic) - (applicable in AZ only?)
- LLC documents of buyer/end buyer which includes the following:
 - Signed Operating Agreement
 - Articles
 - EIN
 - Resolution (if applicable)
 - Loan Servicing Documents (if parties are using a loan servicer)
 - Insurance policy particularly the “Declaration Page”
 - Latest Mortgage Statement (if not provided at the beginning of the transaction)
 - HOA document (if applicable)
 - - HOA statement
 - -CC&Rs
 - -HOA disclosures (if agent is involved)
 - Completed Info and Utility Sheet
 - 3rd Party Loan authorization
 - Wire instructions of JV partners
 - Post closing documents/subto packet

Documents Title handles:

- EMD receipt
- Title Commitment or Condition of Title Report
- HOA Resale Certificate (if applicable)
- Survey (if applicable)
- Closing documents (disclosures, instruments, policy)