



MOLLOY LAW, LLC

CORPORATE BUYER **CLOSING INFORMATION CHECKLIST**

Please review and complete this Information Checklist to the best of your ability and return it to our office via email to realestate@molloylawllc.com, fax to 866-450-4884 or by mail to 15 Woodland Center Drive, P.O. Box 687 Grove City, PA 16127. If you have any questions please contact our office at 724-458-4805.

PART I: CONTACT INFORMATION

Company			
What is the Company's <u>legal</u> name (as it appears on Articles of Incorporation or Certificate of organization)			

Who is authorized to transact business on behalf of the Company?			

First	Middle	Last	Title

First	Middle	Last	Title

Company EIN: _____			
Company Address: _____			
Street	City	State	

Phone #: _____			
Email Address: _____			
May we email your drafts to you? <input type="checkbox"/> No <input type="checkbox"/> Yes			

PART II: DOCUMENTS NEEDED

As soon as possible, please provide a copy of the following:

1. Company Certificate of Formation/Articles of Incorporation;
2. Company Operating Agreement/Bylaws;
3. Resolution authorizing the purchase of the property, appointing person authorized to sign documents and if applicable the authorization to obtain financing.

PART III: SCHEDULE OF CLOSING

A confirmed closing time cannot be scheduled until our office receives a "Clear to Close." We will provide final settlement figures as soon as they are readily available. **Please keep in mind this is often very close to the time of closing.** As you are a purchaser, **you will be required to provide certified funds by wire transfer or cashier's check made payable to Molloy Law, LLC.** Wire Instructions can be received by calling 724-458-4805.

As part of preparation for closing our office needs to understand whether you will attend closing. Please indicate your intention below:

- Yes, I will attend closing.
- No, I will not attend closing.

Please note we will need all parties to attend closing or to have planned not to attend with our office.