



# MOLLOY LAW, LLC

## CORPORATE SELLER 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](mailto: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**

Please provide a copy of the following:

1. Company Certificate of Formation/Articles of Incorporation;
2. Company Operating Agreement/Bylaws;
3. Resolution authorizing the sale of property and person authorized to sign documents on behalf of the Company;
4. Any existing Agreements or Leases for the property ESPECIALLY original oil & gas leases or tenant leases.

Is this a sale of more than 51% of the company assets?  No  Yes

**If yes**, a bulk sales clearance is necessary:

1. Please provide the name Name & Contact Information for the company accountant;
2. Complete & return a Tax Clearance Certificate - available at the below link:
  1. [Application for Tax Clearance Certificate \(REV-181\) \(pa.gov\)](#);
2. Please understand that a 10-day notice to the department of revenue is necessary prior to closing. Therefore, a completed Tax Clearance Certificate must be promptly done.

## **PART III: MORTGAGE PAYOFF**

If there is a mortgage that exists on your property, we will be required to order a payoff statement to be used at the time of closing. Please check the applicable information below:

- I do not have an existing mortgage on the property.
- I direct Molloy Law, LLC to obtain my loan payoff statement for closing. By selecting this option, I understand that Molloy Law, LLC will be in contact with me regarding an authorization to obtain this information.

## **PART IV: 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.** If 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.** As part of preparation for closing our office needs to understand whether or not 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 with our office not to attend.***

**PART V: PROCEEDS**

Proceeds may be received in the form of an Attorney's IOLTA Account Check (No fee) or by Wire Transfer (fee applies). Kindly select your preference below:

Check       Wire Transfer

If you have selected a Wire Transfer please complete the following wire instructions:

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\_\_\_\_\_

Name on the Account: \_\_\_\_\_

**PART VI: OTHER CONSIDERATIONS**

**Homeowner's Association (HOA):**

It is the seller's obligation to provide a Resale Certificate. If you are a member of a Homeowner's Association, please provide the contact information for your Association:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Mobile Home:**

If this transaction concerns a mobile home, please provide a copy of the title. In the event you do not have a copy of the title or written confirmation that it has been retired by the Commonwealth of Pennsylvania, please contact our office immediately as we will need to obtain additional information.