



## *Documents Required - Sales*

### **GENERAL REQUIREMENTS:**

- *A purchase agreement prepared and signed by both seller and buyer.*
- *A copy of the deed.*
- *Two forms of valid identification for both Purchaser and Vendor.*
- *A valuation report not more than six months old (Purchaser).*
- *A copy of the updated land and building taxes*
- *A recent WASA bill paid up to date to the date of closing or thereafter.*
- *A WASA clearance certificate.*
- *A T&TEC bill paid to the date of closing.*
- *Town and Country Approvals / Completion Certificate (for houses under four years old).*
- *Health Approvals (for houses under four years old).*
- *Lease Rent Receipt (applicable only if property is leasehold)*

### **GATED, TOWNHOUSES OR APARTMENTS**

- *Letter from Management Company stating all management's fees is paid up to date.*
- *Annual returns or Bye laws*
- *Share certificate*

### **LAND ONLY:**

- *A purchase agreement prepared and signed by both seller and buyer.*
- *A copy of the deed.*
- *Two forms of valid identification for both Purchaser and Vendor.*
- *A valuation report not more than six months old (Purchaser).*
- *A copy of the updated land and building taxes*
- *A recent WASA bill paid up to date to the date of closing or thereafter.*
- *A WASA clearance certificate.*
- *Town and Country Approval for Residential use.*

### **IF MORTGAGED**

- *Settlement Letter from Mortgage Company*
- *Deed of Release in Escrow from Mortgage Company*

***PLEASE NOTE THAT ADDITIONAL DOCUMENTS MAYBE REQUIRED AS WOULD BE ADVISED BY THE PURCHASER  
FIANCIER OR ATTORNEY DURING THE TRANSACTION.***