



SELLING AN ESTATE

If you plan on selling a property that is part of an estate, please review the following list of requirements. To ensure a smooth and efficient closing, please complete and return this form to our office or email the **Seller Coordinator Team** at client@settlementsdirect.com at your earliest convenience.

CLIENT/SELLER DOCUMENT REQUIREMENTS

Please submit the following information to our office promptly, to avoid closing delays.

- Estate Documents
- Petition of Grants Letter
- Will
- Short Certificate - This states who will be able to sign documents on behalf of the estate.
- Death Certificate - This is not always required, but please have a copy available just in case.

Print Name of Attorney Handling Estate: _____

Phone: _____ Email: _____

Mailing Address: _____

Print Name of Estate's Executor/Executrix: _____

Phone: _____ Email: _____

Mailing Address: _____

The Universal Team will handle the following requirements on your behalf.

- Verify that the Inheritance Tax has been paid on the property.
- Submit proof to the lender that the executor/executrix and signor of the contract are legally authorized to sign the settlement documents.
This is the first item required by lenders.
- Ensure the estate has gone through probate.

UNIVERSAL
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LET'S GET **SOCIAL**    @USSofPA

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MUNCY

23 South Main St., Muncy, PA 17756

LEWISTOWN

405 Electric Ave., Lewistown, PA 17044