



STATE BANK OF HERSCHER

## CHECKLIST OF REQUIRED ITEMS

Escrow Number 5500-\_\_\_\_\_ Escrow Name \_\_\_\_\_

### Items Needed Prior to the Relinquished Property Closing

- Exchange & Escrow Agreement
  - Copy of contract with amendments and/or exhibits thereto
  - Rider to the contract with the 1031 language (unless already in the contract)
  - Assignment, Acceptance & Acknowledgment for relinquished property
  - Notice to Taxpayer of Time Periods & Return of Funds
  - Copy of current title work for the relinquished property
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### Items Needed from the Relinquished Property Closing

- Net proceeds via check or wire to State Bank of Herscher
  - Fee will be deducted from the escrow upon receipt and deposit of the net proceeds
  - Copy of settlement statement
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### Items Needed prior to the Replacement Property Closing

- Identification of Replacement Property Form - **This form must be evidenced as sent within 45 days from the relinquished property's relevant transfer date**
- Copy of contract between taxpayer & seller with amendments and/or exhibits thereto
- Rider to the contract with the 1031 language (unless already in the contract)
- Assignment, Acceptance & Acknowledgment for replacement property
- Copy of current title work for the replacement property
- Disbursement Authorization Form –**form must be sent 24 hours in advance for processing**
- Copy of settlement statement