

Wilson National, LLC - Seller Document Checklist

Utilize this checklist to ensure you have all the proper documentation to facilitate a smooth sale of your property.

Ownership/Legal Documents

Deed

- Verify clean title and authority to sell.
- Ensure the deed is transferable or obtain a new survey if needed.

Where to Obtain

Contact your County Recorder or Clerks Office.

Land and Property Documents

Land Survey

- Obtain and Review Legal Discription
- Verify the property can transfer “as is”.
- Are you planning on Subdividing the property?
 - Check with local Engineers Office to ensure you are abiding by their subdivision regulations.
 - Order New Survey (Required if Subdividing)

Where to Obtain

Contact County Engineer’s Tax Map Office to verify transferability, and if a new survey is required hire a licensed surveyor through your states surveying board.

Farm Service Agency (FSA) Documents

FSA 156 EZ

- Ensure form is up to date.

Maps - Provide the below maps from FSA or online mapping service

- FSA Map - shows what is tillable and what is not
- Soil Map
- FEMA Floodplain and Wetlands Map
- Contour (Topographical) Map

Where to Obtain

Request from your local FSA Office.

Tenant Agreements

Written Agreements

- Ensure all agreements with tenants are documented in writing.

Verbal Agreements

- Notify tenants by September 1st of the year prior to selling

Notification Compliance

- Send written notice to tenants by September 1st of the year prior to the sale, if there is a verbal agreement or if there is no expiration date on the written agreement.

Where/How to Obtain

Written Agreements - should be drafted by a licensed real estate attorney

Verbal Agreements Notification - Send certified letters, by Sept. 1st of the year prior to sale as written notice to tenants.

Yield & Productivity Records

True Yield Records

- Verify yield records independently if the tenant has an interest in purchasing property.

Where to Obtain

Obtained from either tenant or local agricultural extension office.

Tax Documents

Tax Records

- Ensure property tax records are up to date.

Where to Obtain

Contact your local County Auditor's Office.

Additional Documentation

Easement of Record

- Documentation of any easements that exist on the property.

Mineral Rights

- Clarify whether mineral rights are included.

Solar Rights

- Provide any information on solar rights (if any exist).

Where to Obtain

Check with the County Records Office or a Title Company.