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**Purchasing, Leasing Or Selling A Home—Applications**

**Documents To Bring To Your Attorney**

It is especially important when a dispute regarding a real estate transaction arises that your attorney has an opportunity to review all the documentation relating to the matter. It will aid him or her in understanding the parties' positions and the chronology of events leading up to the dispute. Following is a checklist for you to use in gathering documents for your attorney that might be applicable to your situation.

- \_\_\_ Summons and Complaint from the other side, if any
- \_\_\_ ALL your files regarding the other party
- \_\_\_ ALL your files regarding the property
- \_\_\_ ALL your correspondence with or regarding the other party
- \_\_\_ ALL your correspondence regarding the property
- \_\_\_ Calendars or daytimers if they refer to the other party
- \_\_\_ Phone logs and message pads if they refer to the other party
- \_\_\_ Contracts with the other party, if any
- \_\_\_ Listing agreements
- \_\_\_ Representation agreements
- \_\_\_ Closing documents
- \_\_\_ Title documents and policies
- \_\_\_ Inspections and environmental reports
- \_\_\_ Bids or offers
- \_\_\_ Property tax statements

- \_\_\_ Leases and easements, if any
- \_\_\_ E-mails from the other side
- \_\_\_ Canceled checks
- \_\_\_ Receipts
- \_\_\_ Files from previous litigation
- \_\_\_ Files from previous attorneys
- \_\_\_ Any advertisements that led you to buy or bid on the property
- \_\_\_ Any advertisements placed about your property
- \_\_\_ Promotional materials given you by the realtor