

# **WARD & MURPHY**

170 Main Street, Groton, New York 13073  
607-898-3190    [Ward-and-murphy.com](http://Ward-and-murphy.com)

## **DOCUMENTS WE WILL NEED TO HELP IN YOUR REAL ESTATE TRANSACTION**

- 1) Copy of the current purchase offer
- 2) Copy of any agreement with real estate agent
- 3) Copies of all papers given to your real estate agent

If you are selling, please add the following items:

- 4) "Paid" receipts for your most recent local tax bills, including town tax bill (comes out in January and runs from January 1) and school district tax bill (comes out in late August and runs from July 1)
- 5) Your current deed (if selling)
- 6) Your Abstract of Title (if selling)
- 7) Most recent water and sewer bills (if on municipally supplied water or sewer)
- 8) Most recent survey map
- 9) Map of any septic field (if any).