

# Prepare To Sell



CHESTERTONS

## Pre-Sale Checklist : Sales of Title

Please take steps to ensure these documents are ready before or soon after the property is listed live on our marketing channels and global networks to avoid delays in the legal process once an offer is accepted.

- Engage your attorney
- Current land tax demand notice and receipt of most recent payment
- Locate original title deeds
- Plot plan
- Most recent utility bills (water, internet, electric, etc.)
- Up-to-date insurance policy
- Inventory of all items to be included in the sale
- All town & country planning applications and permissions (if any)
- Keys to the property for showing and for handover at close
- Registered central bank of Barbados Foreign Investment Form reflecting registration of funds brought in to purchase (if applicable)
- Confirmation and proof of certificate of compliance

## Pre-Sale Checklist : Sales of Company Shares

- All vendor pre-sale checklist items for sale of title
- Provide articles of Incorporation
- Certificate of Incorporation of the company
- Shareholders register
- Annual returns
- Audited accounting
- Unaudited for the current year (if not audited already)
- Resignation of directors
- Cancelled share certificates
- Appointment of new directors
- Declarations for power of attorney (that no money is owing to them, for accounts as well)
- Certificate of good standing