

NJ Closing Forms Checklist

A pre-closing reference for the two forms most often responsible for delayed New Jersey recordings.

01 — Affidavit of Consideration (RTF-1 / RTF-1EE)

- Confirm seller status: individual, estate, LLC, or corporation — signer authority documented.
- Consideration figure matches the deed and settlement statement to the dollar.
- If claiming an RTF exemption, correct NJSA citation entered on the form.
- Senior / blind / disabled or low-and-moderate income partial exemptions supported with proof.
- New construction transfers marked in the appropriate box.
- If consideration exceeds \$1,000,000, buyer-signed RTF-1EE included (mansion tax).
- Notary block complete — signature, seal, commission expiration.

02 — GIT/REP: Gross Income Tax at Closing

- Seller residency confirmed against NJ standard (domicile, not just mailing address).
- GIT/REP-3 filed for NJ residents, principal-residence sales, or statutory exemptions.
- GIT/REP-1 prepared with estimated tax calculation for non-resident sellers owing tax.
- GIT/REP-2 with supporting worksheet if non-resident but no tax due (e.g. loss on sale).
- GIT/REP-4 waiver used only for qualifying transactions (foreclosure, deed in lieu, default).
- Estimated tax check drafted to State of New Jersey — Division of Taxation.
- Entity sellers: correct box checked (S-corp, partnership, single-member LLC pass-through).

03 — Recording Package Pre-Flight

- Deed, RTF-1 (and RTF-1EE if applicable), and GIT/REP form assembled in correct order.
- County-specific cover sheet attached where required.

- Recording fees calculated including per-page and RTF components.
- Legal description matches prior deed and title commitment exactly.
- Grantor names match the vesting on the current owner's deed — corrective deed prepared if not.
- Return address block on the deed points to the correct post-closing recipient.

04 — Two Business Days Before Closing

- Payoff figures refreshed and good through the scheduled disbursement date.
- Wire instructions verbally verified with the receiving party using a known phone number.
- HOA / condo estoppel and municipal utility reads in file.
- Final CD or ALTA settlement statement circulated to lender, buyer, and seller for sign-off.
- Insurance binder confirmed effective as of the closing date.

This checklist is a general reference and not legal or tax advice. Every file is different — for specifics on your transaction, contact Nick Souder at NU World Title.

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