

**ESTATE REQUIREMENTS**  
**London Terrace Towers Owners Inc.**

The following are the basic requirements for the Estate transfer of cooperative apartments. It is suggested that the Estate papers be delivered to the transfer agent at Douglas Elliman Property Management that handles your property together with the application if applicable.

This documentation will be sent to corporate counsel for review. All legal costs in connection with the review of estate papers will be billed to the estate and will have to be paid at or prior to closing.

- Duplicate original death certificate;
- Attorney certified copy of the Last Will and Testament, if any;
- NY Letters Testamentary dated within 6 months of the transfer (if applicable);
- NY Letters of Administration dated within 6 months of the transfer (if applicable);
- NYS ET-117 Release of Lien of Estate Tax;
- IRS Closing Letter (Estate Tax Closing Document);
- Affidavit of Executor/Administrator (in form provided by London Terrace Owners Inc. counsel);
- Affidavit of Debts and /or Domicile (in form provided by London Terrace Towers Owners Inc. counsel);and
- Attorney Opinion Letter from Estate attorney (in form provided by London Terrace Towers Owners Inc. counsel).

**Special Note:** Power of Attorney will not be permitted for the Executor or administrator. The Executor or administrator of the Estate must be present at the closing.