

Transaction Support Checklist

For law firm deal teams managing time-sensitive closings

Your deal team manages the transaction, but closing often depends on coordinating many time-sensitive requirements across filings at the state and local levels, UCC searches, federal intellectual property due diligence, entity documents, representation, and other related requirements on your closing checklist. Keeping deadlines visible and ownership clear can help teams stay aligned through closing and post-closing follow-through.

Start With the Transaction & Closing Deadline

Use this checklist to help coordinate key transaction requirements, prioritize time-sensitive requests, and work to your closing deadline.

Start by organizing the transaction timeline, including the closing or funding date, transaction type (Merger & Acquisition, Commercial Financing, Capital Markets Financing, Real Estate Financing or other), client/matter name and matter number, primary deal contact, parties/entities, key jurisdictions, and any special timing or closing requirements.

Entity Readiness & Transaction Filings

- ☐ [Entity formations](#) and foreign qualifications required for the transaction
- ☐ Good standing/entity status review in relevant jurisdictions
- ☐ Amendments, [mergers, conversions](#), domestications, withdrawals, dissolutions, and other transaction-driven filings
- ☐ Registered Agent appointments or updates tied to new or changed jurisdictions

Public Record Due Diligence Searches

- ☐ Central and local [UCC searches](#)
- ☐ Federal and state tax lien, and judgment lien searches
- ☐ Bankruptcy, and litigation searches
- ☐ Private federal tax obligation review, including Cogency's Tax Guard service, to identify obligations that may not appear in public federal tax lien search results
- ☐ Bring-down or updated searches before closing

UCC Filing Services

- ☐ UCC1 Initial financing statement [filings](#)
- ☐ UCC3 party and collateral amendments, assignments, continuations, and terminations
- ☐ Filing evidence and status follow-through for closing or post-closing records
- ☐ Post Filing Searches to verify a UCC was filed and indexed as intended by the filer

Official Entity & Closing Documents

- ☐ [Certificates of good standing](#)/status
- ☐ Certified formation or incorporation documents
- ☐ [Certified amendments](#), merger, conversion, and other filed documents
- ☐ Long-form or other status evidence required by counsel, lenders, or transaction documents
- ☐ [Apostille, authentication, and legalization](#) for documents used across jurisdictions

Representation & Specialized Transaction Support

- ☐ [Registered Agent support](#) connected to formations, qualifications, or entity changes
- ☐ [Process Agent](#) appointments required under finance and cross-border transaction agreements
- ☐ [Independent Director/Independent Manager](#) services required by SPVs in the transaction structure

Closing & Post-Closing Follow-Through

- ☐ Track Cogency-supported filings, searches, and document orders against the closing timeline
- ☐ Coordinate urgent and last-minute requests, including bring-down searches and document needs
- ☐ Provide filing confirmations, certified evidence, and other documentation
- ☐ Complete post-closing filings, entity updates, dissolutions, withdrawals, or other assigned items

Post-Closing Entity Lifecycle Support

- ☐ Continue post-closing support for entities that appoint Cogency as Registered Agent, working directly with the entity client on ongoing lifecycle requirements, including [annual report compliance](#) and other recurring compliance obligations, as needed.

When External Transaction Support May Help

Consider engaging an experienced service provider when a transaction spans multiple jurisdictions, deadlines are tight, or your deal team needs a centralized view of key workstreams. Cogency Global can help coordinate these requirements and keep supported work moving toward closing.

Deadline-aware coordination: We organize and prioritize Cogency-supported work around the closing or funding date you provide and flag known external timing risks early.

Timely, responsive service: Time-sensitive requests receive prompt attention, clear communication, and active follow-through so you know where Cogency-supported items stand.

White-glove execution: Experienced specialists coordinate across Cogency services and jurisdictions, reducing handoffs and the need for your team to chase individual items.

Personal, knowledgeable support: You can reach a Cogency specialist who understands the request and transaction context when the deal changes, a question arises, or timing becomes urgent.

Supporting an active or upcoming transaction? Share your closing date, matter details, and the checklist items with Cogency Global. Our specialists can help coordinate the appropriate workstreams across services and jurisdictions.

This resource is provided for informational purposes only and should not be considered, or relied upon, as legal advice.