



Closing Checklist

Listing/Selling Agent:	Phone:	Email:
Property Address:		
Closing Date and Time:		
Closing Attorney:		

- Legible contract – All pages and addendums i.e. Special Stips, HOA, Finance, Commission, Bill of Sale
- Copy of earnest money
- Seller(s):
- Seller Phone: _____ Email: _____
- Seller Phone: _____ Email: _____
- Mortgage Company: _____ Loan Number: _____ Phone: _____
- Mortgage Company: _____ Loan Number: _____ Phone: _____

- Listing/Selling Agent:** _____ Phone/Email: _____
- Buyer(s) full name: _____
 - Buyer(s) full name: _____
 - Buyer's Address: _____
 - Buyer's Phone #: _____ Email: _____
 - Buyer's Lender: _____ Phone: _____ Email: _____
 - HOA/Condo Association: _____
 - Contact: _____ Phone: _____ Email: _____

Other Documents

- Termite letter
- Any repairs/inspections prior to closing? **Yes No**
- Hazard Insurance Contact/Number: _____
- Flood Insurance Contact:/Number: _____
- Home Warranty **Yes No** Company: _____ Fee \$: _____ Paid by: _____
- Power of Attorney Needed: **Yes No** For Buyer For Seller
- Mail away request: **Yes No**
- Mail away: Contact Name, Address, Phone, Email: _____

Special request: _____



Contract Management

Property Address: _____

Listing Agent: _____

Selling Agent: _____

Closing Attorney: _____

Buyer's Lender: _____

Contingencies

Contingency	Due Date	Follow Up Date
<input type="checkbox"/> Loan Application Completion	_____	_____
<input type="checkbox"/> Status of Loan	_____	_____
<input type="checkbox"/> Clear to close	_____	_____
<input type="checkbox"/> Loan Approval	_____	_____
<input type="checkbox"/> Interest rate lock	_____	_____
<input type="checkbox"/> Inspection	_____	_____
<input type="checkbox"/> Lead Based Paint	_____	_____
<input type="checkbox"/> Radon gas/Mold/Mildew	_____	_____
<input type="checkbox"/> Roof Inspection	_____	_____
<input type="checkbox"/> HVAC Inspection	_____	_____
<input type="checkbox"/> Pest Inspection	_____	_____
<input type="checkbox"/> Sewer/Well	_____	_____
<input type="checkbox"/> Energy Audit	_____	_____
<input type="checkbox"/> Appraisal value	_____	_____
<input type="checkbox"/> Preliminary Title Report	_____	_____
<input type="checkbox"/> Liens	_____	_____
<input type="checkbox"/> HOA/Condo Documents	_____	_____
<input type="checkbox"/> Survey	_____	_____
<input type="checkbox"/> Tenants/Rental Agreement	_____	_____
<input type="checkbox"/> Vacancy of home	_____	_____
<input type="checkbox"/> Home Sale/Rent	_____	_____
<input type="checkbox"/> Projected renovation cost	_____	_____
<input type="checkbox"/> Deed preparation	_____	_____
<input type="checkbox"/> HUD-1 review	_____	_____
<input type="checkbox"/> Power of Attorney	_____	_____
<input type="checkbox"/> Walk through	_____	_____

Other:



There are a number of details that must be addressed between the signing of the final contract and the closing date. They include:

Immediately Upon Acceptance of the Final Contract

- Order a home inspection
- Order a Termite Clearance Letter (although no longer required, still recommended)
- Determine if you would like a radon inspection and order it from the home inspector
- Provide your lender with a copy of the contract and discuss loan status and approval timeline
- Schedule closing date with the attorney and send them a copy of the contract
- Notify the buyer's lender the closing agent's contact information
- Contact insurance company to set up homeowner's policy to be in effect day of closing

One Week before Closing

- Make contact with lender to ensure that closing date is on schedule
- Get directions to closing attorney's office for the buyer and explain what happens at closing
- Schedule utility transfers
- Request certified funds for closing (some funds take three days to clear – for stocks, home equity loans, etc.)
- Order a survey if desired

Three Days before Closing

- Ask closing attorney for the HUD 1 Settlement Agreement
- Verify that repair items in the inspection amendment have been addressed
- Consider purchasing title insurance and discuss the benefits with your buyer
- Request all copies of the closing documents for the buyer to review in advance

Day before Closing

- Conduct a walk-through to verify the condition of the house is the same as when placed under contract
- Be sure to double-check that inspection items have been addressed
- Get certified funds for closing
- Review the HUD 1 Settlement Agreement to verify that the terms of the contract are correct

Day of Closing

- Bring photo ID
- Bring certified funds
- Bring copy of insurance policy
- Bring any additional documents requested by the lender