

Closing Checklist

Agent \_\_\_\_\_

Finalized Contract Date \_\_\_\_\_

Property Information:

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

MLS # \_\_\_\_\_  Vacant  Occupied

Finalized Contract Price \_\_\_\_\_ Closing Date \_\_\_\_\_

Earnest Money \_\_\_\_\_ Held By \_\_\_\_\_

Lead Source \_\_\_\_\_ Referral % \_\_\_\_\_

Commission \_\_\_\_\_% Listing \_\_\_\_\_% Selling \_\_\_\_\_%

Client Information:  Buyer  Seller

Name \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Vendor Information:

Coop Agent Name \_\_\_\_\_

Coop Agent Email \_\_\_\_\_

Coop Agent Transaction Coordinator Email \_\_\_\_\_

Closing  Attorney  Title Email \_\_\_\_\_

Title Email if ordering title separately \_\_\_\_\_

Lender Email \_\_\_\_\_

Contract Specifics:

Home Inspection Contingency:  Yes  No

Due Date: \_\_\_\_\_

Response Due Date: \_\_\_\_\_

Lender notified Inspection satisfied:

Termite Bond Required:  Yes  No

WIR Required:  Yes  No

Termite Company \_\_\_\_\_

\_\_\_\_\_ Date Ordered: \_\_\_\_\_

Ordered By \_\_\_\_\_

Home Warranty:  Yes  No

Warranty Company \_\_\_\_\_

\_\_\_\_\_ Date Ordered: \_\_\_\_\_

Ordered By \_\_\_\_\_

Survey Required:  New  Existing  No

Surveyor \_\_\_\_\_

\_\_\_\_\_ Date Ordered: \_\_\_\_\_

Ordered By \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_