**CLOSING CHECKLIST**



PROPERTY ADDRESS

LISTING COMPANY SELLING COMPANY SALESAGENT SALESAGENT SELLER BUYER SELLER'S ATTORNEY BUYER'S ATTORNEY

# \* DO NOT FORGET TO NOTIFY OUT-OF-STATE SELLERS OF THE NON-RESIDENT INCOME WITHHOLDING TAX \*

1. EARNEST MONEY CHECK

A. Deposited/Date

B. Transfer to Closing Attorney

C. Other

2. MULTIPLE LISTING SERVICE

Computer Forms

A. Contingency Pending

B. Pending

C. Sold

3. PUT UP SOLD SIGN

4. REMOVE LOCK BOX

5. ORDER TERMITE INSPECTION

A. Change of Status

B. Other

A. Transfer Termite Bond Protection

B. Pest Control Protection

C. Other

6. PROPERTY INSPECTION (Order any repairs needed)

A. Appliances

B. Furniture

C. Window Treatments

D. Plumbing

E. Electric

7.ARRANGE TRANSFER OF UTILITIES, ETC.

F. Roof

G. Miscellaneous Convey Items

H. Removal of Non-Convey

I. Other

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **UTILITY** | **COMPANY** | **CONTACT** | **DATE** |
|  | Electricity |  |  |  |
|  | Water |  |  |  |
|  | Sewer/Septic Tank Tap Fee  Impact Fee Septic Tank Approval |  |  |  |
|  | Cable TV |  |  |  |
|  | Telephone |  |  |  |
|  | Garbage |  |  |  |
|  | Gas |  |  |  |
|  | Mail |  |  |  |
|  | Security |  |  |  |
|  | Other |  |  |  |

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8. INSURANCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **AGENCY** | **CONTACT** | **DATE** |
|  | Flood |  |  |  |
|  | Wind, Storm, & Hail |  |  |  |
|  | Fire (Hazard) |  |  |  |

9. LOAN APPLICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **COMPANY** | **PROCESSOR** | **DATE** |
|  | Loan Assumption Prorate Interest |  |  |  |
|  | First Mortgage |  |  |  |
|  | Second Mortgage |  |  |  |

10. ORDER DEED PREPARATION

A. Name as it should appear on deed

B. Does Seller want Buyer's Attorney to prepare deed?

C. Does Buyer want Title Insurance?

11. ORDER SURVEY

12. RENTAL INFORMATION

A. Sign Management Agreement/or Withdraw From Rental Program

B. Sign Interest Agreement

C. Lock Box Agreement for Buyer

D. Refund Lock Box Fee to Seller

E. Check with Bookkeeper for Outstanding Bills

13. CONDOMINIUMS

A. Notify Home Owners Association

B. Transfer Name and Address

C. Outstanding Balance/Prorated Rents

D. Transfer Rent Securities

14. REVIEW SALES CONTRACT TO BE SURE ALL CONTINGENCIES HAVE BEEN MET

15. SELLER SIGN LEASE AGREEMENT IF REMAINING IN HOUSE/CONDO

16. CLOSING STATEMENT REVIEW

A. Check Addition and Subtraction

B. Transfer Rent Securities

C. Interest Prorated

D. Earnest Money Transferred to Closing Attorney

E. Go over Closing Statement with Buyer

F. Go over Closing Statement with Seller prior to Closing

G. Termite Inspection fee

H. Reminder: Signed Agency Disclosure

17. KEYS

A. Get Keys from Seller

B. Give Keys to Buyer

# AFTER THE CLOSING

1.THANK YOU LETTERS TO BUYER AND SELLER. PERIODIC FOLLOW UPS ARE NICE!

2. DISBURSE FUNDS

A. Selling Agent

B. Listing Agent

C. Referral Date

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