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 TERMITIE INSPECTION
   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
   F. Roof
   G. Miscellaneous Convey Items
   H. Removal of Non-Convey
   I. Other

7. ARRANGE TRANSFER OF UTILITIES, ETC.

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<th>UTILITY</th>
<th>COMPANY</th>
<th>CONTACT</th>
<th>DATE</th>
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