



CLOSING CHECKLIST

Details	Date	✓ or N/A
Executed Earnest Money Contract and Earnest Money brought to Title Company		
Buyer and Lender contact information provided to Title Company		
Seller and Lender Payoff contact information provided to Title Company		
MLS changed to Option Pending or Pending or Pending Continue to Show		
Inspections Completed and Amendment for repairs prepared if needed		
MLS Changed to P or PS		
Title Commitment received and reviewed for possible liens or problems		
Lender and Title Company status/update for documents still needed or problems		
HOA Deed Restrictions obtained and sent to buyer		
Survey completed or current survey sent to Title Company and buyer's agent		
Closing date and time set up with Title Company. Status check for problems.		
Home Warranty ordered		
Realtor Rebate Form completed and sent to Title Company		
Commission Disbursement Form completed and signed by broker and sent to Title Company		
HUD1 received at least 1 day prior to closing and reviewed for accuracy		
Lockbox and signs removed from property		
CLOSING, Signed HUD1 received and commission checks received in correct amounts		
Keys, garage door openers, etc given to buyer		
MLS Changed to SOLD. HUD1 and office commission check given to Dave Turnquist along with this form		
HUD1 and docs scanned and saved in pdf format and emailed to Dave Turnquist		

Agent Signature

DATE