

Closing Check List

	Name/ Contact	Phone # (h)	Phone # (w)	Fax
Purchasers / Sellers Name				
Purchasers / Sellers email address				
Listing / Selling Agent				
Listing / Selling Agent's email address				
Earnest Money Date of Deposit				
Mortgage Company- Buyer/Seller				
Loan Info. (account number)				
Attorney				
Pearl River Lease Hold Info Sharon Larry 601-856-6574				
16 th Section land Info Letitia Reeves 601-879-3005				
Home Inspection Invoice PD????				
Repairs				
Home Inspection Contingency Removal Form				
Termite Certification Get copy @ closing Good for 30 days				
Appraisal obtain Appraiser name & S.F. for close out purposes				
Buyer's Home Owner Insurance				
Survey/Flood Cert				
Pre Paid: Taxes; Insurance; MPI				
Septic Inspection				
MLS Report Updates Cont.; Pending; Sold				
New Home Warranty Act				
Home Warranty FAHB: 1-800-444-9030				
Utilities Transfer Get names & phone #s 7 days prior to closing				
Supply Keys/Codes Garage Door Opener				
Walk Thru prior to Closing				
Discuss Title Insurance before closing				
For Closing: Must have Driver Licenses & Certified Funds				
Review HUD 1 ASAP				
Declaration of Acceptance (F19)				
Return Lockbox/Sign				
REMINDERS @ CLOSING				
• Is your check \$ correct				
• Copy of Termite Report				
• Give Keys & Openers				
• MISC:				
• _____				
• _____				
MISC NOTES				

The Process !

- Bona Fide Contract
- Escrow Money deposited (by close of next banking day)
- Home Inspection ASAP
- **Home Inspection Contingency Removal Form**
- Verify Insurance ASAP
- Order Appraisal
- Set Closing Date & Time
- Verify Mortgage Information is complete
- When will it come out of Underwriting
- Explain Title Ins. **before** closing
- Walk Through
- Review HUD 1 Statement **ASAP**
- Make sure Client has copies of ALL BrokerSouth documents they signed (Working w/ Agent, MLS Authorization, etc.)
- **CLOSE (Must have ALL Driver Licenses & Certified Funds i.e. Bank Check)**
- At closing ask customer to complete the survey that they will receive in the mail if applicable.

You must monitor your mile stones of this process to ensure that you don't affect closing!

And you need to monitor your counterpart's responsibilities to make sure he doesn't prevent it from closing!

Before you receive your commission check complete 1, 2, & 3:

1. Complete "Property Close Out Form"
 - a. Mark Client follow up if applicable
 - b. Attach MLS form – Be sure to enter Appraiser & square footage
 - c. Note status of lock box / sign
2. **Paper Clip the following forms-in order:**
 - ___ Closing Check List (B6)
 - ___ Property Close Out (B1)
 - ___ Contract (signed) (F1)
 - ___ Seller's Disclosure (F11)
 - (Final signature @ closing)
 - ___ Working w/ R.E. Broker (F9) / Dual Agency (F10)
 - ___ Lead Base Paint Form & Booklet (signed)
 - (if built before 1978)
 - ___ Termite Report (signed @ closing)
 - ___ Declaration of Acceptance (F19)
 - ___ MLS Authorization (signed) (F4) ~ if listing agent
 - ___ HUD 1 (signed @ closing)
 - ___ Attach MLS sheet as closed is listing agent
 - ___ LOCK BOX & SIGN returned
 - ___ Appraiser Name & ID #
 - ___ Square footage
3. Return entire folder with **all** forms, correspondences, etc. You may copy what you need.
4. Call your customer **4 times** after closing no matter how painful!