

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				
Mortgage Company- Buyer/Seller				
Loan Info. (account number)				
Attorney				
Earnest Money Date of Deposit				
Home Inspection				
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				
For Closing: Must have Driver Licenses & Certified Funds				
Review HUD I 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!