

Closing Checklist For

Name: _____

Address: _____

Phone: _____

CONTRACT CHECKLIST

PURCHASE ADDRESS: _____

_____ **Seller:** _____

_____ **Lender:** _____

_____ Send Contract

DATE: _____ Phone: _____ Fax: _____

_____ Request commitment letter from lender (send with offer if applicable).

_____ Get good faith estimate from lender.

_____ **Title company or closing attorney:** _____

_____ Send contract - Date: _____ Fax: _____ Phone: _____

_____ Sellers closing date, time, and location _____

_____ Ask about seller providing a home warranty ____ yes ____ no

_____ Get warranty and system manuals from sellers agent if possible.

_____ Shop Insurance _____ date

_____ Send Insurance comparisons to client - Date: _____

_____ **CLOSING DATE** _____ **TIME** _____ (*coordinate with client*)

_____ Inform client of closing date, time, and location. (send map if needed)

PURCHASE PROCESS

_____ Schedule home inspection (*coordinate with client*)

Inspector _____ date: _____ time: _____

_____ Utilities on for inspection and alarm is off, per _____

_____ Home Inspection signed on date: _____ / **OR** Wavier date:

_____ Repairs - Send addendum to sellers Agent - DATE: _____

_____ Follow-up with client on insurance company of choice

_____ Get appraisal amount from Lender for savings sheet

_____ Ensure all FHA/VA repairs are complete.

_____ Utilities to client, call 10 days prior to closing/ suggest they transfer.

_____ Lender - Find out from lender, how much money is needed at closing \$

_____ Complete saving's sheet prior to closing

_____ Do final walk through on _____ time: _____ and have client sign

saving's sheet at walk through, make picture and get new home phone number.
_____ Get keys and garage door opener from seller's agent.