



CLOSING CHECKLIST

Client's Name _____

TASK TO BE DONE	DATE COMPLETED	BY
1. Shop for Loan Rates		
2. Documents to Closing Authority		
3. Home Inspection		
4. Shop for Insurance		
5. Survey Review		
6. Repair Confirmation		
7. Loan Approval		
8. Utilities		
9. Telephone		
10. Insurance Policy to Attorney		
11. Loan Package to Closing Authority		
12. Review HUD-1 Closing Statement		
13. Prepare Savings Sheet		
14. Final Walk-Through		
15. Attend Closing		
16. Have Clients Sign Savings Sheet		
17. Review Termite Clearance Letter		
18. Get Keys		
19. Get Garage Door Openers		
20. Get System Manuals		
21. Get Equipment (vacuum, pool, ect.)		