

CLOSING COORDINATION CHECKLIST

ADDRESS OF PROPERTY _____

<input type="checkbox"/> Buyer			
<input type="checkbox"/> Seller			
CLIENTS NAME	ADDRESS	CITY, ST & ZIP	
PHONE 1	PHONE 2	EMAIL1	EMAIL2

DETAILS / CONTACTS:

PA Contract Date _____ Inspections Due Date _____ Target Closing Date _____ Deposit \$ _____

Deposit Held by Us Other Broker Title Co Purchase Price \$ _____ Seller's Contribution to Buyer's Cost \$ _____

Loan Type _____ Personal Property _____ Tax Proration _____ Per Diem _____ Tax Due _____ Possession _____

<input type="checkbox"/> Buyer			
<input type="checkbox"/> Seller			
VS NAME	ADDRESS	CITY, ST & ZIP	

SELLING AGENT _____ COMPANY _____ PHONE _____ EMAIL _____ COMM EARNED _____

LISTING AGENT _____ COMPANY _____ PHONE _____ EMAIL _____ COMM EARNED _____

LENDER _____ COMPANY _____ PHONE _____ EMAIL _____

TITLE COMPANY _____ ADDRESS _____ PHONE _____ FAX / EMAIL _____

CLOSING OFFICE _____ ADDRESS _____ NAME OF CLOSER _____ DAY & TIME _____

ON FILE:

- | | |
|--|--|
| <input type="checkbox"/> Purchase Agreement MLS # _____ Other _____ | <input type="checkbox"/> Copy of EMD Chk# _____ |
| <input type="checkbox"/> Buyer's / Seller's Acceptance & Acknowledgment (everything initialed – Page 6 signed) | <input type="checkbox"/> Seller's Net Sheet |
| <input type="checkbox"/> Lead Based Paint (built prior to 1978) or Waiver (built in or after 1978) completed | <input type="checkbox"/> Seller's Disclosure completed |
| <input type="checkbox"/> Pre-Qualification letter from lender | <input type="checkbox"/> Buyer Agency Agreement |
| <input type="checkbox"/> Title work Invoice # _____ \$ _____ | |

ACTION CHECKLIST / CALLS / UPDATES

Weeks until closing	4	3	2	1	0
Date _____	Date _____	Date _____	Date _____	Date _____	Date _____
Contact this week:					
Buyer _____	Buyer _____	Buyer _____	Buyer _____	Buyer _____	Buyer _____
Seller _____	Seller _____	Seller _____	Seller _____	Seller _____	Seller _____
Other Realtor _____	Other Realtor _____	Other Realtor _____	Other Realtor _____	Other Realtor _____	Other Realtor _____
Lender _____	Lender _____	Lender _____	Lender _____	Lender _____	Lender _____
Title Company _____	Title Company _____	Title Company _____	Title Company _____	Title Company _____	Title Company _____
Tasks this week:	Tasks this week:	Tasks this week:	Tasks this week:	Tasks this week:	Tasks this week:
Order title commitment	Review title commitment	Order 1 st payoff \$ _____	Confirm payoffs received	Clear to close from lender	
Update MLS to PENDING	Negotiate home Inspections	Order 2 nd payoff \$ _____	Confirm appraisal cleared	Review CD	
Confirm loan app. complete	Survey Order/Existing/Waived	Review FHA requirements	Confirm survey received	Closing Authorization to close	
Schedule home inspection	Survey paid by Buyer / Seller	Complete home warranty docs	Confirm well & septic OK	Send closing/util. info to client	
Schedule termite/other	Survey type Report / Bound.		Confirm insurance policy	Walk thru / Sign / Lockbox	
Order any municipal inspect.	Confirm appraisal ordered		Confirm home repairs fixed	Update MLS to SOLD	
Stop auto-marketing emails	Order well & septic inspection		Contingent sale cleared	Update client database	
Home Inspector Info:	HOA contact info:		Contingent address:	Send client survey	
Name: _____	Name: _____		_____	Client's new address:	
Phone: _____	Phone: _____		_____	_____	
Schedule: _____	Email: _____		_____	_____	