

CLOSING COORDINATION CHECKLIST

ADDRESS OF PROPERTY _____

<input type="checkbox"/> Buyer <input type="checkbox"/> Seller	CLIENT'S 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 _____

Buyer
 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 AOT 2824 E Beltline Lane NE _____ PHONE AOT: 365-4100 _____ FAX / EMAIL AOT: 365-4105 _____

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 # _____ \$ _____	<input type="checkbox"/> Agency Disclosure _____

ACTION CHECKLIST / CALLS / UPDATES

Weeks until closing 4 3 2 1 0

Date _____	Date _____	Date _____	Date _____	Date _____
Contact this week:				
Buyer _____	Buyer _____	Buyer _____	Buyer _____	Buyer _____
Seller _____	Seller _____	Seller _____	Seller _____	Seller _____
Other Realtor _____	Other Realtor _____	Other Realtor _____	Other Realtor _____	Other Realtor _____
Lender _____	Lender _____	Lender _____	Lender _____	Lender _____
Title Company _____	Title Company _____	Title Company _____	Title Company _____	Title Company _____

Tasks this week:

Order title commitment
Update MLS to PENDING
Confirm loan app. complete
Schedule home inspection
Schedule termite/other
Order any municipal inspect.
Stop auto-marketing emails

Tasks this week:

Review title commitment
Negotiate home Inspections
Survey Order/Existing/Waived
Survey paid by Buyer / Seller
Survey type Report / Bound.
Confirm appraisal ordered
Order well & septic inspection

Tasks this week:

Order 1st payoff \$ _____
Order 2nd payoff \$ _____
Review FHA requirements
Complete home warranty docs

Tasks this week:

Confirm payoffs received
Confirm appraisal cleared
Confirm survey received
Confirm well & septic OK
Confirm insurance policy
Confirm home repairs fixed
Contingent sale cleared

Tasks this week:

Clear to close from lender
Review CD
Closing Authorization to close
Send closing/util. info to client
Walk thru / Sign / Lockbox
Update MLS to SOLD
Update client database
Send client survey
Client's new address:

Home Inspector Info:

Name: _____

Phone: _____

Schedule: _____

HOA contact info:

Name: _____

Phone: _____

Email: _____

Contingent address:

SAMPLE

CLOSING COORDINATION CHECKLIST

ADDRESS OF PROPERTY 123 Main St; Anytown, MI

<input checked="" type="checkbox"/> Buyer	<u>Sam & Sheri Seller</u>	<u>Same</u>	
	CLIENT'S NAME	ADDRESS	CITY, ST & ZIP
	<u>616-123-4567</u>	<u>616-234-5678</u>	<u>seller@gmail.com</u>
	PHONE 1	PHONE 2	EMAIL1
			EMAIL2

DETAILS / CONTACTS:

PA Contract Date 11/1/18 Inspections Due Date 11/10/18 Target Closing Date 12-7-18 Deposit \$ 1,000.00
 Deposit Held by Us Other Broker Title Co Purchase Price \$ 250,000.00 Seller's Contribution to Buyer's Cost \$ 0
 Loan Type conv Personal Property All Appliances Tax Proration cal Per Diem 342 Tax Due _____ Possession 7 DAC

<input checked="" type="checkbox"/> Buyer	<u>Ben & Brittany Buyer</u>	<u>456 Washington</u>	<u>Anytown, MI</u>
	VS NAME	ADDRESS	CITY, ST & ZIP
<u>Barb Best</u>	<u>Best Realty</u>	<u>616-456-7890</u>	<u>barb@grar.com</u>
SELLING AGENT	COMPANY	PHONE	EMAIL
			<u>3%</u>
			COMM EARNED
<u>Aaron Awesome</u>	<u>Awesome Realty</u>	<u>616-567-8911</u>	<u>aaron@grar.com</u>
LISTING AGENT	COMPANY	PHONE	EMAIL
			<u>3%</u>
			COMM EARNED
<u>Larry Lender</u>	<u>Lending R Us</u>	<u>616-891-2345</u>	<u>Larry@LRU.com</u>
LENDER	COMPANY	PHONE	EMAIL
<u>ABC Title</u>	<u>789 Business Rd</u>	<u>616-911-2345</u>	<u>orders@ABC.com</u>
TITLE COMPANY	ADDRESS AOT 2824 E Beltline Lane NE	PHONE AOT: 365-4100	FAX / EMAIL AOT: 365-4105
<u>ABC Title</u>	<u>789 Business Rd</u>	<u>Cory Closer</u>	
CLOSING OFFICE	ADDRESS	NAME OF CLOSER	DAY & TIME

ON FILE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Purchase Agreement MLS # <u>1805123</u> Other _____ | <input checked="" type="checkbox"/> Copy of EMD Chk# <u>1230</u> |
| <input checked="" type="checkbox"/> Buyer's / Seller's Acceptance & Acknowledgment (everything initialed - Page 6 signed) | <input checked="" type="checkbox"/> Seller's Net Sheet |
| <input checked="" type="checkbox"/> Lead Based Paint (built prior to 1978) or Waiver (built in or after 1978) completed | <input checked="" type="checkbox"/> Seller's Disclosure completed |
| <input checked="" type="checkbox"/> Pre-Qualification letter from lender | <input checked="" type="checkbox"/> Buyer Agency Agreement |
| <input checked="" type="checkbox"/> Title work Invoice # <u>12345</u> \$ _____ | <input checked="" type="checkbox"/> Agency Disclosure |

ACTION CHECKLIST / CALLS / UPDATES

Weeks until closing	4	3	2	1	0
Date	<u>11/5</u>	<u>11/12</u>	<u>11/19</u>	<u>11/26</u>	<u>12/3</u>
Contact this week:					
Buyer	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
Seller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Realtor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- | | | | | |
|---|--|---------------------------------------|------------------------------------|-----------------------------------|
| Tasks this week: | Tasks this week: | Tasks this week: | Tasks this week: | Tasks this week: |
| Order title commitment <input checked="" type="checkbox"/> | Review title commitment | Order 1 st payoff \$ _____ | Confirm payoffs received | Clear to close from lender |
| Update MLS to PENDING <input checked="" type="checkbox"/> | Negotiate home inspections | Order 2 nd payoff \$ _____ | Confirm appraisal cleared | Review CD |
| Confirm loan app. complete <input checked="" type="checkbox"/> | Survey Order <u>Existing/Waived</u> | Review FHA requirements | Confirm survey received | Closing Authorization to close |
| Schedule home inspection <input checked="" type="checkbox"/> | Survey paid by Buyer / Seller | Complete home warranty docs | Confirm well & septic OK | Send closing/util. info to client |
| Schedule termite/other <input checked="" type="checkbox"/> | Survey type <u>Report / Bound</u> | | Confirm insurance policy | Walk thru / Sign / Lockbox |
| Order any municipal inspect <input checked="" type="checkbox"/> | Confirm appraisal ordered | | Confirm home repairs fixed | Update MLS to SOLD |
| Stop auto-marketing emails <input checked="" type="checkbox"/> | Order well & septic inspection <input checked="" type="checkbox"/> | | Contingent sale cleared | Update client database |
| | | | | Send client survey |
| | | | | Client's new address: |

Home Inspector Info:	HOA contact info:	Contingent address:	
Name: _____	Name: _____	_____	_____
Phone: _____	Phone: _____	_____	_____
Schedule: _____	Email: _____	_____	_____