CLOSING COORDINATION CHECKLIST

ADDRESS OF PROPERTY _____

___ Buyer
___ 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	
BUYER'S TITLE COMPANY	ADDRESS	PHONE	FAX / EMAIL	
SELLER'S TITLE COMPANY	ADDRESS	PHONE	FAX / EMAIL	

ON FILE:

_____ Purchase Agreement MLS # _____ Other _____
_____ Buyer's / Seller's Acceptance & Acknowledgment (everything initialed – Page 6 signed)
_____ Lead Based Paint (built prior to 1978) or Waiver (built in or after 1978) completed
_____ Pre-Qualification letter from lender
_____ Title work Invoice # _____ $ _____

_____ Copy of EMD Ck#_____
_____ Seller's Net Sheet
_____ Seller's Disclosure completed
_____ Buyer Agency Agreement
_____ Agency Disclosure

ACTION CHECKLIST / CALLS / UPDATES

Weeks until closing	4	3	2	1	0
Date	_____	_____	_____	_____	_____
Contact this week:					
Buyer	_____	_____	_____	_____	_____
Seller	_____	_____	_____	_____	_____
Other Realtor	_____	_____	_____	_____	_____
Lender	_____	_____	_____	_____	_____
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	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	Order 1st payoff $_____ Order 2nd payoff $_____ Review FHA requirements Complete home warranty docs	Confirm payoffs received Confirm appraisal cleared Confirm survey received Confirm well & septic OK Confirm insurance policy Confirm home repairs fixed Contingent sale cleared	Clear to close from lender Review settlement statement Closing Authorization to close Send closing/util. info to client Walk thru / Sign / Lockbox Update MLS to SOLD Update client database Send client survey
	Home Inspector Info: Name: _____ Phone: _____ Schedule: _____	HOA contact info: Name: _____ Phone: _____ Email: _____		Contingent address: _____ _____	Client's new address: _____ _____