

BUYER'S SUGGESTED

CONTRACT TO CLOSE CHECKLIST



- Submit contract and earnest money to ____ (on date specified in contract).
- Lock down the financing.
- Schedule inspections.
- Negotiate inspections issues.
- Schedule survey.
- Schedule appraisal (varies from state to state).
- Remain in touch with your buyers concerning when you expect to receive the final Closing Disclosure-Net Sheet. Once it's been sent, call them to ensure they received it and ask if they have any questions.
- Continue to ask for referrals.
- _____
- _____
- _____

TWO WEEKS BEFORE CLOSING

- Schedule time for closing.
To an increasing degree, it is becoming the custom for buyers and sellers to close at different times. Some prefer to have all parties at the same table, but if it has been a contentious transaction, closing together may be problematic. When that is the case, ask the closing company if they can provide alternative arrangements.
- Know the title/escrow company's policy for dispersing funds. Encourage your client to be cautious with providing wire transfer information over email. It is susceptible to fraud.
- Be clear that the closing date may change. It typically happens close to the contract date but it's not uncommon to close a few days later than expected.
- _____
- _____

Contract to Close Checklist (continued)

THE WEEK OF CLOSING

- Schedule and attend final walk-through—after all repairs are completed.
- Closing entails lots of paperwork and signatures. The specifics vary by state—learn how long it takes, so you can set expectations with your buyers.
- Buyers get certified checks and verify loan will fund on time.
- Coordinate with the title/escrow companies on timelines for closing disclosures, and with the lender to ensure they will be ready on time. Delays in these documents can delay closing.
- Remind your client to bring their official photo ID (state ID, state driver’s license or passport) to closing for the notary. Some areas may request multiple forms of ID. Bring this up early in the process so there is time for the seller to obtain a new one if it is lost or expired.
- Do the final walk-through. It’s customary in many markets, and sometimes required. Most of the time, the buyer does the walk-through the night before or on the morning of closing to ensure the house is still standing and in good repair.
- Attend the closing!
- _____
- _____

Come Bearing Gifts

Top agents have a system in place for thank you gifts. Some agents not only give a gift to their buyers, some include a small gift for the listing agent as well.

QUESTION: What are some great closing gifts?

- Home Store Gift Card
- New home gift basket (Bottle of wine, home essentials, toilet paper, etc.)
- Pizza for move in day
- _____
- _____
- _____
- _____