



CLOSING CHECK-LIST

Property Address: _____

City, State, Zip _____



Customer First/Last Name _____

Customer First/Last Name _____



Loan Officer/Bank _____

Phone Number _____

Email Address _____



Settlement Agent _____

Phone Number _____

Email Address _____



Real Estate Agent Name _____

Real Estate Brokerage Name _____

Phone Number _____

Email Address _____

Date: _____

Date: _____

Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

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Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Due Date: _____

Date of Acceptance

Date of Closing

Contract Expires

Binder Deposit Delivered

Additional Binder Due

Complete Loan Application

Home Owners Insurance Quote

Order Home Inspection

Additional Inspections

Negotiate Repairs

Home Inspection Contingency Expires

Order Appraisal

Loan Contingency Expires

Verify Repairs Completed

Estoppel Letter Requested

Schedule Survey

Verify Title/Lien Search

Order Utilities

Arrange Movers/Cleaners

Schedule Closing

Request Closing Disclosure

Purchase Closing Gift

Schedule Final Walk/Deliver Keys

Email Zillow Review Request

Input into Past Customer Database
