

Buyer Agent Contract-to-Close Checklist

VERY IMPORTANT DATES

Contract Date:	
Survey Date:	
Option Period Date:	
Closing Date:	
Possession Date and Time:	
Financing Date:	
HOA Docs (If Applicable):	
Exclusion:	
Earnest Money Amount:	
Home Warrant Allowance:	
Special Provision:	
Seller Paid Closing Cost	
Objections	

Task	When	Date	Complete
Set up dates of Contract in Checklist		XX	
Submit Contract and Earnest Money to Title Company	ASAP	XX	
Deliver Option Money To Selling Agent	Within 2 days of Contract		
Schedule Inspections for Buyer	Immediately		
Obtain or set date for Survey	Within contract		
Will buyer attend closing?	ASAP	XX	
Buyer to complete Loan Application	Immediately	XX	
Perform Inspections & Request repairs within Option Period	Within Option		
Schedule closing time with Title Company	ASAP		
Request Repair Receipts	3 Days from Closing	XX	
Remind buyer to get Insurance	2 Weeks out	XX	
Set up buyer with Utility Concierge	2 Weeks out	XX	
Receive credit Approval	Within contract		
Receive HOA Docs (if applicable)	Within contract		
Set up walk thru	24 hours prior to closing		
Make sure buyer has valid ID to close	48 hours prior to closing		
Receive and balance HUD-1	24 hours prior to closing		
Attend Closing	Day of closing		
Follow up funding	Day of closing		