

Selling 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	
Notify Seller of Inspections		XX	
Deliver Option Check to Seller	Within 2 days of contract		
Deliver or set date for Survey	Within contract		
Will seller attend closing?	ASAP	XX	
Meet Appraiser at Property	Have CSS notify you	xx	
Schedule closing time with Title Company	ASAP		
Providet Repair Receipts	3 Days from Closing	XX	
Disconnect Utilities	2 Weeks out	XX	
Check on credit Approval	Within contract		
Receive HOA Docs (if applicable)	Within contract		
Set up walk thru	24 hours prior to closing		
Make sure seller 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		