

# Contract to Close Checklist

Property Selling/Listing \_\_\_\_\_

	<b>Contract Time Limits</b>
_____ Confirm Earnest Money Check Has Been Turned In	Buyer/Seller _____
_____ Obtain Copy of Earnest Money Check	Offer Date _____
_____ Purchase & Sale/Counter Offer(s) Signed by All Parties	Purchase Price _____
_____ Complete Contract Time Limits	Binding _____
_____ Send Congratulations Letter to Seller or Buyer Introducing Myself as the Closing Coordinator	DD _____
_____ Send Purchase & Sale/Counter Offer(s) to Attorney, Lender, CoOp	Apply Loan _____
_____ Complete Office Compliance Forms and Submit the Contract to the Office	Finance _____
_____ Exhibits Signed by All Parties	Proof to Close _____
_____ Submit Signed Exhibits to the Office, Attorney, Lender, and CoOp	Appraisal _____
_____ Coordinate Property Inspection Ordered by Buyer. Scheduled for _____	Close _____
_____ Receive Executed Amendment Requesting Repairs Based on Inspection/Amendment to Address Concerns	EM _____
_____ Send Amendment Requesting Repairs to Client, Attorney, Lender, Co,Op, and Office	
_____ Schedule Closing with Attorney. Scheduled for _____	<b>Co-Oop</b>
_____ Notify Lender, Client, and CoOp of Closing Date/Time	
_____ Commission Agreement Sent to Co Op	
_____ Commission Agreement Executed	
_____ Commission Agreement Sent to Attorney and Submitted to Office	<b>Attorney</b>
_____ Loan Application Made	
_____ Appraisal Ordered by Lender	
_____ Appraisal Complete	
_____ Title Ordered by Attorney	
_____ Title Sent to Lender	
_____ Termite Letter Obtained, if Required	<b>Lender</b>
_____ Copy of Termite Letter to Seller, Lender, Attorney, Office	
_____ Send Closing Letter & Directions to Client (via email)	
<b>Additional Items Needed</b>	
_____	<b>Seller</b>
_____	
_____	
_____	
_____	
_____	<b>Buyer</b>
_____	
_____	
_____	