



Check It Once, Check It Twice

An Agent's Checklist For Successful Closings

There's a lot that goes into a successful closing. To help you avoid problems and oversights, we've created this simple checklist to use at your closings:

- Fill out your closing control sheet.
- Provide payoff information from the seller.
- Provide social security numbers to eliminate additional requirements. This is often necessary when ordering payoffs.
- Is there a homeowners association? If so, please provide its name and number. Is there a sub-association?
- Is there an estate/trust? Is there an attorney?
- Has one of the sellers passed away? Were they in title as a joint tenant or tenant in common?
- Provide all amend/extends and counterproposals.
- Provide the inspection resolution. Are there any items to be credited or escrows to be held?
- Is this going to be a mail out to the buyer or seller?
- Commission Disbursement: are you holding, withholding or bringing earnest money to closing?
- Is there a power of attorney? Let us know.
- Is this a 1031 exchange and, if so, what is the name of the company?