

CLOSING CHECK LIST

(to accompany HUD1)

Property Address: _____

Sellers Names: _____ **Phone:** _____

Buyers Names: _____ **Phone:** _____

Must have Sellers Forwarding Address if SIY Followup Plan Implemented!!!!

COPIES OF THE FOLLOWING:

- Fully executed, legible, signed copy of Contract, Mediation, Sellers Disclosure, any additional addenda
- Signed closing statements (HUD1)
- Survey (if our Buyer)
- Title Commitment (if our Buyer)
- Termite Report signed by Buyer (if any)
- All Inspection Reports, signed by Buyer. If none, copy of Hold Harmless Agreement
- Modification of Contract containing Right to Terminate **or** Notice of Termination Of Contract containing Right to Terminate
- Residential Service Contract with Warranty # _____
- Any and all Bills for repairs, expenses, etc.
- ALL Checks, including Broker Check, RELO check, Referral Checks, Cap Checks and, copy of Agent Checks
- Commission Agreement on Builder's Contracts
- Change MLS status
- Buyer's "Walk Thru and Acceptance"
- Pick up Key box and Signs and return to office
- Closing gift of personal stamps w/house pic or other gift