



## Closing Checklist for Agents

A simple checklist helps agents stay organized and avoid last-minute issues during the busy spring market.

### Before the Contract Is Signed

- Confirm buyer financing and lender contact information
- Verify property details and seller ownership
- Discuss projected closing timeline with all parties

### Immediately After Contract Acceptance

- Order the title search and send Contract to the closing company
- Confirm earnest money instructions
- Schedule inspections and appraisal
- Provide lender and client contact information to the closing company

### Two to Three Weeks Before Closing

- Monitor loan approval progress
- Verify payoff statements and HOA details
- Confirm homeowner insurance coverage
- Review preliminary closing disclosures

### One Week Before Closing

- Confirm final closing date and location
- Verify buyer funds
- Confirm seller documentation and payoff amounts
- Review preliminary settlement statement for accuracy

### Day of Closing

- Ensure clients bring valid photo identification
- Confirm lender has delivered final loan documentation
- Review transaction details with buyers and sellers