

Closing & Follow-Up Checklist



CLOSING

- ☐ Offer Acceptance
- ☐ Open Escrow (Attorney)
- ☐ Change MLS to pending
- ☐ Seller Disclosures
- ☐ Rehab Reports
- ☐ Confirm Buyer's Deposit
- ☐ Property Inspection
- ☐ Title Report
- ☐ Appraisal Packet
- ☐ Attend Property Inspection
- ☐ Appraisal Ordered
- ☐ Actual Appraisal
- ☐ Pest Clearance
- ☐ Request for Repairs
- ☐ Respond Request for Repairs
- ☐ Confirm Appraisal
- ☐ Confirm Response to Repairs
- ☐ Inspection Contingencies
- ☐ Buyer's Loan
- ☐ Appraisal Contingency
- ☐ Loan Contingency
- ☐ De-Staging
- ☐ Send Pest Clearance
- ☐ Loan Docs
- ☐ Signing Loan Docs
- ☐ Down Payment
- ☐ Buyers Repairs
- ☐ Final Walk Thru
- ☐ Loan Doc Signing
- ☐ Loan Funding
- ☐ Confirmation of Recording
- ☐ MLS to Sold
- ☐ Remove Signage
- ☐ Remove Lockbox
- ☐ Utilities
- ☐ CAW!

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FOLLOW-UP

- ☐ Buyers Gift
- ☐ Feedback/Survey
- ☐ Call Buyer
- ☐ Testimonial
- ☐ Agents
- ☐ FB Wins