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| **ESCROW & CLOSING COMMUNICATION** |

* Update Realeflow with Escrow Information
* Escrow Take Sheet (Completed and Sent to Escrow)
* Commission Instructions (Sent to Escrow)
* Referral Commission Instructions/Authorization (Sent to Escrow)
* Deposit (Sent to Escrow)
* Deposit Verified and Receipt of Deposit
* Purchase & Sale Agreement (Sent to Escrow)
* Preliminary Title Report (Have Escrow Order)
* HOA / Condo Docs Information Request (Have Escrow Order)
* Condo Resale Certificate - 6D (Have Escrow Order)
* State & Local Disclosures Ordered, Reviewed, and Signed
* Natural Hazard Zone Disclosure Report with CLUE (Order from Escrow)
* Natural Hazard Disclosure Statement
* Escrow Instructions and Amendments (Sign and send back to Escrow)
* Commission Instructions/Authorization (Sign and send back to Escrow)

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| **DISCLOSURES & REPORTS** |

* Complete "Contracts, Disclosures, & Reports Checklist"
* Complete "HOA/Condo Doc Checklist"

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| **FINANCING DOCUMENTS & COMMUNICATION** |

* Traditional Financing Through a Mortgage Broker
* Mortgage Docs/Deed of Trust for Private Money Lenders
* Have Private Money Lenders Wire Money to Escrow
* Certificate of Good Standing

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| **INSURANCE, UTILITIES & TENANT COMMUNICATION** |

* Insurance Binder
* Lead Paint Violations / Builder Violations
* Electrical Company
* Gas Company
* Water Company
* Sewer Company
* Oil Company
* Change of Management Letters Sent to Tenants
* Home Warranty: Company: \_\_\_\_\_\_\_\_\_\_\_ Confirmation #:\_\_\_\_\_\_\_\_\_or Waiver

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| **7 DAYS BEFORE CLOSING** |

* Set Up Smoke/Carbon Monoxide Inspection (1 week before close)
* Set Up Water Reading (2-3 days before close)
* Schedule Closing Date
* Trust Document Preparation
* Detailed Scope of Work
* Title Insurance
* Get Copy of Insurance Binder
* Communication Log
* Final Walk Through
* Estimated HUD1 and Funds Needed for Closing

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| **DAY OF CLOSING** |

* Compare Preliminary HUD against Final HUD
* Review All Closing Docs

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| **AFTER CLOSING** |

* Closing Statement
* Transfer Title
* Grant Deed
* Prepare Closing Folder
* Post Closing Follow Up