

CLOSING CHECKLIST

Below is a closing checklist of some of the items that are often addressed at the time of sale:

Closing Date _____

Property Address: _____

Buyer's Name: _____

Buyer's Address: _____

phone numbers: _____

Seller's Name: _____

Seller's Address: _____

phone numbers: _____

Attorney's Name: _____

Attorney's Address: _____

phone numbers: _____

Real Estate Company: _____

Real Estate Agent Name: _____ Ph.#: _____

Co/Op Real Estate Co.: _____ Ph.#: _____

Co/Op Real Estate Agent: _____ Ph.#: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> HUD Settlement Stmt. | <input type="checkbox"/> All Contracts & Addendums | <input type="checkbox"/> Agency Disclosure Statement |
| <input type="checkbox"/> Residential Property Disc. | <input type="checkbox"/> Lead Based Paint Disclosure | <input type="checkbox"/> Any Escrow Agreements |
| <input type="checkbox"/> Gas Warranty | <input type="checkbox"/> Non-Foreign Affidavit | <input type="checkbox"/> Physical Inspection Report |
| <input type="checkbox"/> Appraisal | | <input type="checkbox"/> Assignment of Leases |
| <input type="checkbox"/> Property Management Agreement | | <input type="checkbox"/> Agreement on Switching Utilities |
| <input type="checkbox"/> Insurance Binder | | <input type="checkbox"/> Sign Removal Arrangement |
| <input type="checkbox"/> Security Deposits to Buyer: \$ _____ | | <input type="checkbox"/> Leases/ Keys Turned Over to Buyer |
| <input type="checkbox"/> Rent Pro-rations to Buyer: \$ _____ | | Who is responsible for paying tax bill?: |
| <input type="checkbox"/> Earnest Money Deposit Returned: \$ _____ | | <input type="checkbox"/> Owner <input type="checkbox"/> Management Co. |
| <input type="checkbox"/> Commission Check (if any): \$ _____ | | Who is responsible for paying mortgage?: |
| | | <input type="checkbox"/> Owner <input type="checkbox"/> Management Co. |

Insurance Co.: _____ Insurance Agent: _____ Ph.#: _____

Hazard: Liability (Amount: \$ _____) Loss of Rents Umbrella Catastrophic

Lender: _____ Ph.#: _____ Fax #: _____

Loan Officer: _____ Interest Rate: _____% Loan-To-Value Ratio: _____%

Monthly Payment: _____ Adjustable? No Yes Adjustment Date: ____/____/____

Amortization: _____ Years Term: _____ Years Copy of Note: _____ Mortgage: _____

1st Payment Due Date: ____/____/____ Coupon Book: _____

Seller's Affidavit: Deed: Prepayment Penalty? No Yes-Amount: \$ _____

Title Insurance Co.: _____ Ph.#: _____ Fax #: _____

The Following Items Must Be Taken To All Closings...

- Final Closing Checklist All Contracts Financial Calculator Insurance Binder
- Certified Check (Buyer) Business Cards Property Management Agreement
- YOUR ATTORNEY!** Your attorney should always be present at all of your real estate closings.