



Closing Transaction Checklist for Buyers

Must put Documents in the following order.

Give file to broker. Your check will be ready within 24 hours
Please remove your staples!

Date closed _____
 Your Name _____
 Property Address _____
 City _____ Zip _____
 Client's Name _____
 Client's e-mail _____
 Year Built _____ - NA is NOT a year

- _____ 1) This Transaction checklist
- _____ 2) Transaction checklist for Listing and Under-contract
- _____ 3) Copy of Commission check from the title company
- _____ 4) Receipt of Deposit from Our Bank
- _____ 5) Signed Settlement Statements for both Buyer and Seller
- _____ 6) HUD 1 Statement
- _____ 7) Copy of Earnest Money check/validated escrow bank deposit slip
- _____ 8) Signed & dated receipt for earnest money
- _____ 9) Counter-proposals/amend extend
- _____ 10) Contract to Buy and Sell Real Estate
 + Short Sale Addendum, if applicable
 + Bank Addendums, if applicable
- _____ 11) Seller's Property Disclosure
- _____ 12) Square Footage Disclosure
- _____ 13) Source of Water Disclosure
- _____ 14) Lead Based Paint Disclosure
 - Needed if house was built before 1978
- _____ 15) Common Interest Community Checklist
 - if applicable
- _____ 16) Closing Instructions prepared at contract
- _____ 17) Closing Instructions prepared at closing
 - optional, the ones prepared at contract are required.
- _____ 18) Definitions of working relationships
- _____ 19) Exclusive right to buy listing agreement
 OR Brokerage Disclosure to Buyer if you sold them your own listing as customers
 And Brokerage Disclosure to Seller
 - when you have sold a FSBO
- _____ 20) Change of status form if applicable

- Use this when you switch from agent to transaction broker

- _____ 21) Market analysis
 with the comps you used to help the buyer establish the property value when you sold it to them
- _____ 22) Estimated settlement costs prepared when selling property
- _____ 23) Copy of Property Records from Assessor or PDC
- _____ 24) Inspection notice
- _____ 25) Inspection Reports
- _____ 26) Copy of any power of attorney
- _____ 27) Title commitment - optional
- _____ 28) Buyer's financial info if owner carry
- _____ 29) Account for the use of advance retainer fees.
- _____ 30) Escrow receipts or collection agreements continuing after closing
- _____ 31) Rental occupancy agreement before closing date (with separate security deposit) – Avoid occupancy before closing like the plague!!!!!!!!!!!!
- _____ 32) Affiliated Business Disclosure
 - Only if applicable
- _____ 33) Printouts of any important e-mails related to the transaction.
- _____ 34) W-9 IRS form - from any company that we will be paying a referral fee to. Only if applicable
- _____ 35) Any additional documents you think would be good to have in the file.

Please Calculate Your Commission

Sales price _____ % commission ____
 _____ Commission check amount
 _____ Minus referral fee to : _____
 _____ Minus Full office Bill
 _____ Minus Transaction fee
 _____ Minus Fees for Late Files
 _____ Late Listing File
 _____ Late U/C File
 _____ Late Closed File
 _____ = Net commission check to you!

NOTES: