



Closing Transaction Checklist for Sellers

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

Must put Documents in This Order.

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

- _____ 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) MLS printout showing SOLD status
- _____ 6) Signed Settlement Statements for both Buyer and Seller
- _____ 7) HUD 1 Statement
- _____ 8) Copy of Earnest Money check/validated escrow bank deposit slip
- _____ 9) Signed and dated receipt for earnest money
- _____ 10) Counter-proposals/amend extend
- _____ 11) Contract to Buy and Sell Real Estate
 + Short Sale Addendum, if applicable
- _____ 12) Seller's Property Disclosure
- _____ 13) Square Footage Disclosure
- _____ 14) Source of Water Disclosure
- _____ 15) Lead Based Paint Disclosure - if applicable
- _____ 16) Sellers Obligation for Lead Based Paint
- _____ 17) Common Interest Community Checklist
- _____ 18) Closing Instructions prepared at contract
- _____ 19) Closing Instructions prepared at closing
 - optional
- _____ 20) Definitions of working relationships
- _____ 21) Exclusive right to sell listing agreement
- _____ 22) Change of status form if applicable
 - Use this when you switch from agent to transaction broker

- _____ 23) Market analysis
 with comps used when listing.
- _____ 24) Estimated settlement costs prepared when listing property
- _____ 25) O & E report from title company
- _____ 25) Copy of Property Records from Assessor or PDC
- _____ 27) Inspection notice
- _____ 28) Inspection Reports
- _____ 29) Copy of any power of attorney
- _____ 30) Title commitment
- _____ 31) Buyer's financial info if owner carry
- _____ 32) Account for the use of advance retain fees.
- _____ 33) Escrow receipts or collection agreements continuing after closing
- _____ 34) Rental occupancy agreement before closing date (with separate security deposit) Avoid renting before closing like the plague!!!!!!!!!!
- _____ 35) Printout of your Listing Showing Sold at our showing service
- _____ 36) Printouts of any important e-mails related to the transaction.
- _____ 37) W-9 form from any company that we are paying a referral fee to.
- _____ 38) 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: