

**Property
Address**

Close Date
Effective Date
Deposit Due
Second Dep.
Loan App.
Mtg. Commit.
Inspection Date
One Week to Close

- _____ Check file for all parts of contract
- _____ Lender introduction
- _____ Title Introduction/Contract to Title Co.
- _____ Contact info sheet to Lender, and Title company
- _____ Notify Title Co of commission and transaction fee
- _____ First Deposit Check receipt & notification in File
- _____ Remind about second deposit check
- _____ Second deposit receipt & notification in file
- _____ Title Co. confirmation of deposit
- _____ Set Inspection Date
- _____ Remind Seller to have water and power turned on
- _____ Confirm Agent Received Copy of Inspection Report
- _____ Inspection Contingency Removed
- _____ Termite Inspection ordered
- _____ Copy of termite report sent to title company
- _____ HOA/Condo docs sent out
- _____ Copy of receipt of HOA docs in file
- _____ Call HOA to confirm if application is necessary
- _____ Confirm application for HOA
- _____ Title commitment received?
- _____ Confirm appraisal ordered
- _____ Appraisal finished
- _____ Mortgage Approval within deadline date
- _____ Financing Contingency Removed (VA)
- _____ Buyer approved by Condo Board?
- _____ Mail away to Buyer?
- _____ Notify Title Co and Lender if mail away
- _____ Confirm Buyer has obtained insurance
- _____ Confirm Survey Ordered
- _____ Confirm repairs have been scheduled

One Week to Close

- _____ Set up close time, date and location
- _____ Letter to Buyer reminding about utilities, picture ID, bank wiring instructions to title company, confirm time and place of closing
- _____ Schedule walkthrough
- _____ Review CD/Final Settlement Statement, Seller subsidy, warranty, etc
- _____ Seller Subsidy (1% -)
- _____ Home Warranty
- _____ Other