

# Contract to Closing

## Checklist

<b>Mutual Acceptance (First 12 – 24 hours)</b>		<b>3 Weeks to Closing</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send mutual purchase and sale contract to the escrow company (use <i>Escrow Mutual Contract Email</i>)</li> <li><input type="checkbox"/> Change MLS status to Pending Inspection or Pending</li> <li><input type="checkbox"/> Send sellers the <i>Seller Congratulations Email</i></li> <li><input type="checkbox"/> Turn purchase and sale agreement and lender pre approval letter into firm</li> <li><input type="checkbox"/> Prepare the <i>Seller Transaction Summary</i> and obtain manager approval</li> <li><input type="checkbox"/> Send sellers the <i>Transaction Summary Email</i></li> <li><input type="checkbox"/> Enter transaction deadlines and due dates into your calendar</li> <li><input type="checkbox"/> Post on social media</li> <li><input type="checkbox"/> Submit additional documents to the firm: <ul style="list-style-type: none"> <li>○ <i>Offer Terms Breakdown/Multiple Offer Comparison Chart</i></li> <li>○ Unaccepted offers received</li> </ul> </li> <li><input type="checkbox"/> Begin gathering Material Correspondence</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Order staging removal (if applicable) for 5 to 7 days prior to closing</li> <li><input type="checkbox"/> Send seller the <i>Preparing for Closing Email</i></li> <li><input type="checkbox"/> Check in with the buyer's lender on the status of underwriting</li> <li><input type="checkbox"/> Check in with the seller</li> <li><input type="checkbox"/> Check in with the buyer broker</li> </ul>
		<b>2 Weeks to Closing</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate buyer's final walkthrough if requested by buyer broker</li> <li><input type="checkbox"/> Send the seller the <i>Final Property Walkthrough Email</i></li> <li><input type="checkbox"/> Check in with buyer's lender on the status of final loan approval and the buyer's Closing Disclosure (CD)</li> <li><input type="checkbox"/> Check seller cleaning and move out status</li> <li><input type="checkbox"/> Check in with the buyer broker</li> <li><input type="checkbox"/> Alert escrow of the seller's ideal day and time for signing closing documents</li> <li><input type="checkbox"/> Ensure any negotiated repairs have been completed and send invoices/photos to buyer broker</li> <li><input type="checkbox"/> Purchase the seller's closing gift (if applicable) and/or prepare thank you card</li> </ul>
		<b>1 Week to Closing</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Order sign removal for closing day</li> <li><input type="checkbox"/> Coordinate key exchange with the buyer broker</li> <li><input type="checkbox"/> Check seller move out and cleaning status</li> </ul>
		<b>Week of Closing</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Send seller the <i>What to Expect on Closing Day Email</i></li> <li><input type="checkbox"/> Remove personal marketing and other items from the home</li> <li><input type="checkbox"/> Final cleaning (if applicable)</li> <li><input type="checkbox"/> Confirm loan documents are at escrow</li> <li><input type="checkbox"/> Ensure buyer has a signing appointment</li> </ul>
		<b>Closing Day</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep seller updated on funding and recording</li> <li><input type="checkbox"/> Change MLS status to Closed</li> </ul>