

Contract to Closing

Checklist

Mutual Acceptance (First 12 – 24 hours)	3 Weeks to Closing
<ul style="list-style-type: none"> <input type="checkbox"/> Send mutual purchase and sale contract to the escrow company (use <i>Escrow Mutual Contract Email</i>) <input type="checkbox"/> Change MLS status to Pending Inspection or Pending <input type="checkbox"/> Send sellers the <i>Seller Congratulations Email</i> <input type="checkbox"/> Turn purchase and sale agreement and lender pre approval letter into firm <input type="checkbox"/> Prepare the <i>Seller Transaction Summary</i> and obtain manager approval <input type="checkbox"/> Send sellers the <i>Transaction Summary Email</i> <input type="checkbox"/> Enter transaction deadlines and due dates into your calendar <input type="checkbox"/> Post on social media <input type="checkbox"/> Submit additional documents to the firm: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Offer Terms Breakdown/Multiple Offer Comparison Chart</i> <input type="checkbox"/> Unaccepted offers received <input type="checkbox"/> Begin gathering Material Correspondence 	<ul style="list-style-type: none"> <input type="checkbox"/> Order staging removal (if applicable) for 5 to 7 days prior to closing <input type="checkbox"/> Send seller the <i>Preparing for Closing Email</i> <input type="checkbox"/> Check in with the buyer's lender on the status of underwriting <input type="checkbox"/> Check in with the seller <input type="checkbox"/> Check in with the buyer broker
4 Weeks to Closing	2 Weeks to Closing
<ul style="list-style-type: none"> <input type="checkbox"/> Send the manager prepared Commission Disbursement Form (Form 40) to escrow <input type="checkbox"/> Send sellers the <i>Understanding the Home Inspection Email</i> and coordinate access for any agreed upon buyer inspections <input type="checkbox"/> Prepare Appraisal Notes using the <i>Home Appraisal Notes Template</i> <input type="checkbox"/> Negotiate Inspection Response Form 35R (if applicable), review with manager, change MLS status to Pending <input type="checkbox"/> Submit Earnest Money Receipt to the firm 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate buyer's final walkthrough if requested by buyer broker <input type="checkbox"/> Send the seller the <i>Final Property Walkthrough Email</i> <input type="checkbox"/> Check in with buyer's lender on the status of final loan approval and the buyer's Closing Disclosure (CD) <input type="checkbox"/> Check seller cleaning and move out status <input type="checkbox"/> Check in with the buyer broker <input type="checkbox"/> Alert escrow of the seller's ideal day and time for signing closing documents <input type="checkbox"/> Ensure any negotiated repairs have been completed and send invoices/photos to buyer broker <input type="checkbox"/> Purchase the seller's closing gift (if applicable) and/or prepare thank you card
3 Weeks to Closing	1 Week to Closing
<ul style="list-style-type: none"> <input type="checkbox"/> Send seller the <i>Understanding The Home Appraisal Email</i> <input type="checkbox"/> Check in with buyer's lender on the status of the home appraisal order <input type="checkbox"/> Prepare the home for the appraiser by ensuring it is in "show ready" condition <input type="checkbox"/> Check in with the buyer broker <input type="checkbox"/> Submit the Title Commitment to firm once received 	<ul style="list-style-type: none"> <input type="checkbox"/> Order sign removal for closing day <input type="checkbox"/> Coordinate key exchange with the buyer broker <input type="checkbox"/> Check seller move out and cleaning status
	Week of Closing
	<ul style="list-style-type: none"> <input type="checkbox"/> Send seller the <i>What to Expect on Closing Day Email</i> <input type="checkbox"/> Remove personal marketing and other items from the home <input type="checkbox"/> Final cleaning (if applicable) <input type="checkbox"/> Confirm loan documents are at escrow <input type="checkbox"/> Ensure buyer has a signing appointment
	Closing Day
	<ul style="list-style-type: none"> <input type="checkbox"/> Keep seller updated on funding and recording <input type="checkbox"/> Change MLS status to Closed