

Real Estate Closing Documents Checklist

By Checklister

- ☐ For Buyers
 - ☐ Buyer Information
 - ☐ Full Name
 - ☐ Contact Number
 - ☐ Email Address
 - ☐ Current Residential Address
 - ☐ Loan Documents (If Applicable)
 - ☐ Loan Application Form
 - ☐ Mortgage Pre-approval Letter
 - ☐ Credit Report
 - ☐ Proof of Income Pay Stubs, W-2s, etc.
 - ☐ Bank Statements
 - ☐ Offer and Agreement
 - ☐ Initial Offer Document
 - ☐ Signed Purchase Agreement
 - ☐ Counteroffer Documents
 - ☐ Inspections and Appraisals
 - ☐ Home Inspection Report
 - ☐ Pest Inspection Report (if applicable)
 - ☐ Appraisal Report
 - ☐ Insurance and Warranties
 - ☐ Homeowners Insurance Policy
 - ☐ Title Insurance Policy
 - ☐ Home Warranty Information
 - ☐ Legal and Compliance
 - ☐ Government-Issued Identification
 - ☐ Disclosure Statements Property Condition, Lead-Based Paint, etc.
 - ☐ Closing Disclosure
 - ☐ Closing Process
 - ☐ Final Closing Statement
 - ☐ Transfer of Funds Proof Down Payment, Closing Costs, etc.

- ☐ Property Deed
- ☐ For Sellers:
 - ☐ Seller Information
 - ☐ Full Name
 - ☐ Contact Number
 - ☐ Email Address
 - ☐ Forwarding Address
 - ☐ Property Details
 - ☐ Property Address
 - ☐ Type of Property Apartment, House, Condo, etc.
 - ☐ Year of Construction
 - ☐ List of Renovations or Repairs
 - ☐ Listing and Marketing Documents
 - ☐ Original Listing Agreement
 - ☐ Marketing Materials Flyers, Online Listings, etc.
 - ☐ Offer and Negotiation
 - ☐ Buyer's Offer Document
 - ☐ Counteroffer Documents (if any)
 - ☐ Inspections and Reports
 - ☐ Property Inspection Reports
 - ☐ Pest Inspection Reports (if applicable)
 - ☐ Legal and Compliance
 - ☐ Property Title or Deed
 - ☐ Mortgage Payoff Information
 - ☐ Disclosure Forms Property Condition, Lead-Based Paint, etc.
 - ☐ Closing Process
 - ☐ Closing Statement
 - ☐ Bill of Sale
 - ☐ Transfer Tax Receipts