

Real Estate Closing Checklist

By Checklister

- Client Information
 - Full Name
 - Contact Number
 - Email Address
 - Address of Residence
 - Preferred Method of Contact Phone, Email, Text, etc.
- Initial Client Meeting
 - Date of Meeting
 - Client's Real Estate Goals Buying, Selling, Investment, etc.
 - Budget or Selling Price Expectation
 - Desired Timeline for Transaction
- Property Information (If Selling)
 - Property Address
 - Year of Construction
 - Total Square Footage
 - Number of Bedrooms
 - Number of Bathrooms
 - Parking Facilities Garage, Street Parking, etc.
 - Heating and Cooling Systems
 - Recent Renovations or Upgrades
- Market Analysis and Pricing
 - Comparative Market Analysis Completion Date
 - Recommended Listing Price
 - Client Approval of Listing Price
- Listing Agreement (If Selling)
 - Listing Agreement Signing Date
 - Duration of Listing 3 months, 6 months, etc.
 - Commission Percentage
- Property Marketing (If Selling)
 - Professional Photography Date
 - Listing Description Completion

- Listing Publication Date MLS, Website, Social Media, etc.
- Open House Dates
- Buyer's Property Search (If Buying)
 - Property Preferences Apartment, House, Condo, etc.
 - Preferred Neighborhoods
 - Must-have Features Pool, Garden, Office, etc.
 - Property Viewing Schedule
- Offer and Negotiations
 - Offer Submission Date
 - Counteroffer Details
 - Final Offer Acceptance Date
- Contract and Legal
 - Purchase/Sale Contract Signing Date
 - Disclosure Documents Lead-Based Paint, Property Condition, etc.
 - Attorney Review Completion (if applicable)
- Financing and Appraisal (If Buying)
 - Mortgage Pre-approval Letter
 - Loan Application Submission Date
 - Appraisal Order and Completion Date
- Inspections
 - Home Inspection Schedule
 - Inspection Contingency Removal Date
 - Additional Inspections Pest, Radon, etc.
- Closing Preparations
 - Closing Agent Contact Information
 - Final Walk-Through Schedule
 - Closing Date
- Closing Process
 - Closing Documents Deed, Bill of Sale, Affidavits, etc.
 - Funds Transfer Completion Down Payment, Closing Costs, etc.
 - Keys and Property Handover Date
- Post-Closing
 - Feedback Collection from Client

- Referral Request Date
- Follow-Up Schedule for Future Check-ins