

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