

# 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