Closing Checklist

**PROPERTY ADDRESS:**

**WHOLESALING [ ] BUYING [ ] SELLING [ ]**

Prior to Closing:

* Affidavit File at Court House
* Proof of Funds or Pre-Qualification Letter Rec’d
* Earnest Money Rec’d & Cleared Bank
* Appraisal Ordered
* Appraisal Rec’d & Approved
* Survey Ordered
* Survey Rec’d & Approved
* Termite Letter Ordered
* Termite Letter Rec’d
* Loan package sent to lender
* Loan out of Underwriting
* Loan conditions met
* Final loan approval granted
* Hazard Insurance Ordered
* Closing date scheduled with closing agent
* Closing agent has copy of PSA and Assignment of Contract
* All parties notified of closing date, directions, & will bring picture ID
* Title report ordered
* Title clear
* Payoffs all ordered and rec’d by closing agent
* Borrower has certified funds for closing
* Loan package sent to and rec’d by closing agent

At Closing – Get Copies:

* Get copies of all applicable documents
  + HUD-1 Settlement Statement
  + Warranty Deed
  + Quit Claim Deed
  + Mortgage Promissory Note(s)
  + Mortgage Security Deed(s)
  + Amortization Table
  + Copy of Survey
  + Property Owner’s Affidavit
  + Termite Letter
  + Title Insurance Binder
  + Property Insurance Binder
* Get Buyer/Seller Phone Number & Address
* Keys to the House
* Alarm Code and Company Info
* Utilities transfer arranged

For “Subject To” Financing Deals

* “Subject To” Disclosure Signed & Notarized
* “Subject To” Mortgage/Loan Info Package
* Lender Notification to Forward Correspondence signed by Borrower (2 originals)