# Agent Closing Checklist

### One Week Before Close, Contact Clients and Make Sure They Know:

- ☐ When their signing date will be or how they will be informed of when it is.
- ☐ What funds are required to close and verify that it is available.
- ☐ What form the funds needs to be in. (i.e. wire, cashiers check, etc.)
- ☐ When funds need to be brought or sent to title.
- ☐ Whether or not you will be present at the signing.
- ☐ Who needs to be at the signing and to bring their ID's
- ☐ That signing is not when the documents are executed and when the actual close date may be.

### One Week Before Close, Contact the Lender and Verify

- ☐ All underwriting requirements have been fulfilled. If not, what items need to be send to title before signing date.

### One Week Before Close, Contact Your Escrow Officer and Verify

- ☐ That they have received the commission breakdown and that it is correct.
- ☐ They have an original Power of Attorney if required
- ☐ They have the name of the Home Warranty Company to be used.
- ☐ If they know there is a temporary lease agreement and what rents need to be collected at closing if that information is not in the contract.
- ☐ They have all repair invoices and evidence of completion.
- ☐ They have proper instructions for dispersing funds after close.
- ☐ They have all documents required to close.

### One Week Before Close, Contact the Other Agent and Verify

- ☐ Date and Time of final walk thru. Date: _______________
- ☐ Date seller will be completely vacated from the property. Date: _______________
- ☐ How keys will exchange hands and when Date: _______________