

Make Sure Your Transaction Will Close on Time

Use this checklist to double-check that you've given the Settlement Agent the information a *minimum of 14 days prior* to Closing! Print this checklist to double-check timely delivery of invoices and information that is critical to closing a real estate transaction. *Also note that this may not be a complete list for your transaction and some of these items may not apply to all transactions.

Buyer Checklist

- Contract
- Confirm who the Buyer's Lender will be and provide contact info
- Provide CTC with Buyer contact info (*phone and email*)
- Encourage Buyer to settle their HOI as soon as possible
- Confirm all signers will be in town for closing
- Amendments or Extensions
- Resolutions
- Invoices

Seller Checklist

- Contract
- Provide CTC with Seller's Contact info (*phone and email*)
- Confirm all Sellers will be in town for closing
- HOA contact information
- Amendments or Extensions
- Resolutions
- Invoices

Invoices

All invoices should be accompanied by a written instruction indicating the payer & payee

- Attorney Fees
- Heating / Air Conditioning
- Inspection
- HOA Fees and Proration
- Home Inspection
- Home Warranty
- Pool Inspection
- Propane
- Radon
- Real Estate Commission
- Repairs
- Roof Inspection
- Survey
- Septic Inspection
- Termite Inspection
- Well