

Closing Disclosure Checklist



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

- Confirm who the Buyer's Lender will be
- Provide CTC with Buyer contact info
- Encourage Buyer to settle their HOI as soon as possible
- Confirm whether all borrowers and signers will be in town for closing
- Commission letters
- Termite inspection/remediation invoices
- Buyer repair invoices
- Any Amendments or Extensions
- Details of any Buyer credits

Seller Checklist

- Contract
- Provide CTC with Seller's Contact info
- Instruct CTC to proceed with Coordinating Seller's closing
- Provide Seller's signed Mortgage Payoff Authorization
- HOA contact information
- Amendments or Extensions

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

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| <input type="checkbox"/> Attorney Fees | <input type="checkbox"/> Real Estate Commission |
| <input type="checkbox"/> Heating / Air Conditioning Inspection | <input type="checkbox"/> Repairs |
| <input type="checkbox"/> HOA Fees and Proration | <input type="checkbox"/> Roof Inspection |
| <input type="checkbox"/> Home Inspection | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Home Warranty | <input type="checkbox"/> Septic Inspection |
| <input type="checkbox"/> Pool Inspection | <input type="checkbox"/> Termite Inspection |
| <input type="checkbox"/> Propane | <input type="checkbox"/> Well |
| <input type="checkbox"/> Radon | |