



ELLSWORTH INSIGHTS™
ASSET DISPOSITION SERIES

CLOSING & TRANSITION CHECKLIST

A smooth closing and seamless transition protect value, minimize risk, and set the stage for long-term success.



1. FINALIZE DOCUMENTS

Confirm all contracts, amendments, disclosures, and closing documents are complete, accurate, and executed by all parties.

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2. ADDRESS ALL CONDITIONS

Ensure all due diligence conditions, lender requirements, and third-party approvals are satisfied.

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3. CONFIRM COMMUNICATION

Keep all stakeholders—buyers, sellers, lenders, title, and advisors—aligned on timelines, deliverables, and next steps.

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4. DELIVER KEY ITEMS

Provide all required deliverables including warranties, manuals, permits, keys, and access credentials.

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5. TRANSITION OPERATIONS

Coordinate the handover of operations, vendor relationships, tenant communications, and service agreements.

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6. CONFIRM POST-CLOSING SUPPORT

Ensure availability for any post-closing questions or items that may arise during the transition period.

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A SMOOTH CLOSE BUILDS LASTING RELATIONSHIPS.

Attention to detail today leads to confidence tomorrow.

