



# Your Closing Planner

Property Address			
Buyer(s) Name(s)			
Seller(s) Name(s)			
Contract Effective Date		Closing Date and Time	
Title/Closing Company	My Title Pro Florida Title Insurance Agency		
Title/Closing Contact	Elisabeth Carcione		
Closing Contact EMail	elisabeth.carcione@mytitleprofl.com	Closing Contact Phone	Main 754-205-7828 Cell 954-242-3926
Signing Location Buyer		Signing Location Seller	



## CLOSING Checklist



CHECKLIST ITEMS	DATE DUE	DATE ORDERED	DATE COMPLETED	TASK ASSIGNED TO	NOTES
✓ <b>THING TO DO</b>					
<input type="checkbox"/> Submit Offer (GOOD LUCK!!!)				Agent or Buyer(s)	
<input type="checkbox"/> Provide Copy of Contract to My Title Pro Florida				Agent or Buyer(s)	
<input type="checkbox"/> Contact My Title Pro Florida for Wire Info				Buyer(s)	
<input type="checkbox"/> Deposit Escrow Funds with My Title Pro Florida				Buyer(s)	
<input type="checkbox"/> Appy for Financing, if appl				Buyer(s)	
<input type="checkbox"/> Provide Copies of Condo Docs & Financials, if appl				Agent or Seller(s)	
<input type="checkbox"/> Schedule Inspections				Buyer(s) w assistance of RE Agent	
<input type="checkbox"/> Reach Out to My Title Pro Florida to provide contact Info				Buyer(s)	
<input type="checkbox"/> Apply for Condo/Co-Op/HOA Approval, if appl				Buyer(s)	
<input type="checkbox"/> Deposit Second Escrow Deposit, if appl				Buyer(s)	
<input type="checkbox"/> Order Title Search				My Title Pro Florida	
<input type="checkbox"/> Order Municipal Lien Search				My Title Pro Florida / Seller's Attorney	
<input type="checkbox"/> Order Condo/HOA Estoppel, if appl				My Title Pro Florida / Seller's Attorney	
<input type="checkbox"/> Order Seller's Payoff, if appl				My Title Pro Florida	
<input type="checkbox"/> Order Survey, if appl				My Title Pro Florida	
<input type="checkbox"/> Order Lien Payoff, if appl				My Title Pro Florida	
<input type="checkbox"/> Order Appraisal, if appl				Loan Officer w assistance of Agent	
<input type="checkbox"/> Confirm Clear to Close				My Title Pro Florida & Loan Officer	

<input type="checkbox"/>	Schedule Closing w all Parties			My Title Pro Florida	
<input type="checkbox"/>	Confirm Amount to Close			My Title Pro Florida	
<input type="checkbox"/>	Wire Amount to Close			Buyer(s)	

CONTACTS

ROLE	NAME	CELL PHONE #	EMAIL ADDRESS	NOTES
BUYER'S AGENT				
TRANS CO-ORD BUYER				
LOAN OFFICE				
LOAN PROCESSOR				
SELLER'S AGENT				
TRANS CO-ORD SELLEF				
SELLER'S ATTORNEY				
ATTY ASSISTANT				
CONDO/HOA				
1031 EXCHANGE				
OTHER				