



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		
Escrow Closer EMail	elisabeth.carcione@mytitleprofl.com	Escrow Closer 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
✓ THING TO DO					
<input type="checkbox"/> Accept Offer (CONGRATULATIONS!!)				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Provide copy of Contract to My Title Pro Florida				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Confirm Deposit of Escrow Funds with My Title Pro Florida				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Reach out to My Title Pro Florida to provide contact info				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Provide Seller's Info Sheet & Doc Copies to My Title Pro Fl				Seller(s)	Download a Seller's info Sheet at www.mytitleprofl.com or call My Title Pro Florida
<input type="checkbox"/> Provide Copies of Condo Docs & Financials, if appl				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Confirm Scheduling of Buyer(s) Inspections				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Confirm Buyer(s) has applied for Condo Approval, if appl				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Confirm Buyer(s) has applied for Financing, if appl				Agent on behalf of Seller(s)/Seller(s)	
<input type="checkbox"/> Order Title Search				My Title Pro Florida	
<input type="checkbox"/> Order Municipal Lien Search				My Title Pro Florida	
<input type="checkbox"/> Order Condo/HOA Estoppel, if appl				My Title Pro Florida / Seller's Attorney	
<input type="checkbox"/> Order Seller's Mtg Payoff, if appl				My Title Pro Florida	
<input type="checkbox"/> Order Lien Payoff, if appl				My Title Pro Florida	
<input type="checkbox"/> Order Survey, if appl				My Title Pro Florida	
<input type="checkbox"/> Confirm ordering of Appraisal, if appl				Agent on behalf of Seller(s) (or Seller(s))	
<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 final arrangements for Closing				My Title Pro Florida	
<input type="checkbox"/> Confirm Amount due to Seller(s) at closing				Seller(s)	
<input type="checkbox"/> Meet w My Title Pro Florida to sign Seller's Documents				Seller(s)	Please provide two (2) forms of Id at signing. One of these MUST be a valid gov't issued ID (Ex. Driv Lic.)

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.