

THE CONTRACT-TO-CLOSE CHECKLIST EVERY REAL ESTATE DEAL NEEDS

A simple step-by-step checklist to keep your deal moving, compliant, and on track — from executed contract to closing day.

CONTRACT INTAKE

- Fully executed contract (all pages, initials, addenda)
- Correct buyer & seller names
- Assignment / PSA disclosed (if applicable)

FINANCING & BUYER READINESS

- Buyer proof of funds / lender contact
- Wire instructions confirmed
- Funding timeline verified

OPENING ESCROW

- Title company selected
- Escrow opened within required timeframe
- Earnest money instructions sent
- Earnest money received & verified

CLOSING

- Closing date confirmed
- Final numbers reviewed
- Docs signed & returned
- Recording confirmed

TITLE & DUE DILIGENCE

- Title commitment received
- Liens, judgments, or HOA issues identified
- Payoffs ordered (if needed)
- Buyer & seller notified of issues

POST-CLOSING

- Final settlement statement saved
- Documents delivered to all parties
- File archived

THIS CHECKLIST REFLECTS WHAT I MANAGE DAILY AS A TRANSACTION COORDINATOR — SO AGENTS AND INVESTORS CAN FOCUS ON DEALS, NOT PAPERWORK.