

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.