

## Closing Checklist Template

47. Go and look, the house before the final walk true, if the house is ready. (Cleaning, Repairs, Landscaping....)	Agent
48. Listing Agent contact the seller and remind client when and where the final signing takes place	Agent
49. Listing Agent needs to change the Agent's Rider to "Sold" (3 Days before Closing & Recording)	Agent
50. Check with the Co-listing agent and transaction coordinator if any repairs or concessions are due to be paid at closing, if so have the TC and agent to inform the Escrow and Escrow officer (if invoices were provided to show proof of repairs. Also include info on repairs, including date and address in the notes)	VA
51. Agents needs to Review the Estimated Settlement Statement and double-check that the Commission (with or without G.E. Tax) is correct as well as all the other Charges to the Seller and Seller's Concessions (if applicable) and Seller's credits are correct.	Agent
52. Listing Agent needs to coordinate transferring keys, garage door opener, and appliances manuals (if applicable) from the property to the buyer agent	Agent
53. Remind the Listing Agent to take photos with the congratulation sign and SOLD sign (Sellers only) at the Pac Rim Office at the final signing and also at the key transfer at RE/MAX ALOHA HOMES office (Buyers Only)	VA
54. Make sure you have received all the closing documents from the Transaction Coordinator	VA
55. Remind the Co-Listing Agent to Email the office manager his/her payout form with the final settlement statement, MLS SOLD sheet, and commission deposit receipt	VA
56. Listing Agent to pick up the For Sale sign and SentiLock from the property	Agent

57. Closed the transaction in google drive	VA
58. Look if the Listing Agent change MLS to SOLD should be done within 24 hrs.	VA
59. Download SOLD MLS + all documents to google drive from DocuSign room/ transaction room	VA
60. Ensure all following closing parties are added (if not, have TC help to complete), correct Closing Dates and Price to TP	VA
61. On Top Producer, move file from Pending to Closed/Paid but DO NOT "TRANSFER THE PROPERTY NOW"	VA
62. Request the Escrow Officer to make a copy of seller's ID and send it to Admin Manager for our Closed File Compliance Purposes	VA
63. Add sellers date of birth on our Google Calendar and TP (Ask the listing agent or Pac Rim) if Sellers DOB is available	VA
64. UPLOAD SALE TO ZILLOW	VA
65. Marketing Just Sold on Social Media (notify Social Media and Marketing Specialists)	VA
66. Check if sellers and the Co-operating agents Agents are on Rays FB friends list, if not, find them and friend request them	VA
67. Agent to email and ask for Seller's UPDATED mailing address and entered as TWO separate contacts with correct corresponding phone numbers and email addresses	Agent
68. Move the file from Escrow to Closed Sellers/Buyers on google drive	VA
69. Put the Sellers on after closing and recording drip email campaign and tasks list (12 touches a year)	Sales Manager