



CLOSING CHECKLIST

Property Address _____

MLS Number _____

Agent(s) _____

* = Required

Agent Documents

- _____ Compensation to CVR&PM*
- _____ Compensation to Agent*
- _____ Contract to Buy & Sell*
- _____ Counterproposal(s)*
- _____ Agreement to Amend/Extend(s)*
- _____ Copy of Earnest Money Receipt*
- _____ Broker Closing Instructions*
- _____ Definitions of Working Relationship(s)*
- _____ Brokerage Duties Disclosure*
- _____ Seller's Property Disclosure*
- _____ Square Footage Disclosure*
- _____ Source of Water Addendum*
- _____ Lead Based Paint Disclosure (1978 or before)*
- _____ Lead Based Paint Obligations (Seller)*
- _____ Inspection Report

Closing Documents

- _____ Title Company Closing Instructions
- _____ Title Commitment(s)*
- _____ Tax Certificate*
- _____ Seller's Settlement Statement*
- _____ Buyer's Settlement Statement*
- _____ Water/Sewer/Tax/HOA Agreement(s)*
- _____ Bill Of Sale*
- _____ _____ Warranty Deed*
- _____ Affidavit & Indemnity
- _____ Final Affidavit & Agreement
- _____ Improvement Location Certificate (ILC)
- _____ Transfer Declaration*
- _____ Cert. of No Reporting Real Property
- _____ Substitute 1099-S
- _____ Non-Foreign Certificate



___ Inspection Objection*	___ Affirmation of Colorado Residency
___ Inspection Resolution*	___ Seller's Payoff Information
___ MLS Write-Up/Printout*	___ Compensation Authorization Form
___ Assessor's Property Info Sheet*	___ Settlement Services Agreement
___ Exclusive Right to Buy/Sell Listing Contract*	___ Disclosures
___ Listing Contract Amend/Extend(s)*	___ Loan Documents
___ Listing Information Sheet*	___ Power of Attorney(s)
___ Affiliated Parties Sheet*	___ Other _____
___ Mill Tailings*	___ Other _____
___ Due Diligence Documents*	___ Other _____
___ Listing Package from Title Company	___ Other _____
___ Buyer Loan Pre-Approval*	___ Other _____
___ Appraisal	___ Other _____
___ CMA	
___ Post-Closing Occupancy Agreement	
___ Communications*	
___ Other _____	
___ Other _____	