

Contract to Closing Checklist



Property: _____

Binding Date: _____

Closing Date: _____

Earnest Money Due Date: _____

Due Diligence Period End Date: _____

Financing End Date: _____

Appraisal End Date: _____

Day After Binding

- Submit Contract in appFiles (Send "GAR Reminder of Important Dates" to Client)
- Schedule Closing with Closing Attorney
- eMail Contract to Lender & Closing Attorney
- Communicate Closing Time with Co-Op Broker
- Inspector Selected: _____
- Inspection Date: _____
- Notify Co-Op Broker of Inspection Date and Time
- Buyer Client should Confirm Insurability & Flood Plain Status

- Ensure Earnest Money to Holder (if on Holder Side) **per Agreement**
- Assist Client with other Inspections as needed

Day After DD Ends

- Remind Client to Arrange for Homeowner's Insurance
- Follow-Up with Lender (confirm appraisal has been ordered)
- Remind Client to Arrange Utilities (should have received a link from Move Easy)

- Meet Appraiser (if on Listing Side)
- Monitor Repairs
- Verify with Lender TRID Rules were met **4 Days before Closing**
- Purchase Closing Gift (if you're so inclined)
- Perform Pre-Closing Walk-Through **2 Days before Closing & am of Closing if necessary**
- Go to Closing