



Agent Name

Property Address

Closing Checklist

CLOSING DATE: \_\_\_\_\_

Client Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Client Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

TASK: \_\_\_\_\_ COMPLETED: (Check) \_\_\_\_\_

Ratified Contract Date: \_\_\_\_\_ \_\_\_\_\_

Lender Letter in File: \_\_\_\_\_ \_\_\_\_\_

EMD Delivered. Date and Who is Holding: \_\_\_\_\_ \_\_\_\_\_

LNF Case Sheet Completed: \_\_\_\_\_ \_\_\_\_\_

Complete Contract Package emailed to LNF: \_\_\_\_\_ \_\_\_\_\_

Contract Delivered to Lender and Title Company: \_\_\_\_\_ \_\_\_\_\_

Home/Radon Inspection Contingency Deadline Date: \_\_\_\_\_ \_\_\_\_\_

ICRA Ratified: \_\_\_\_\_ \_\_\_\_\_

Other Contingency: \_\_\_\_\_ Deadline Date: \_\_\_\_\_ \_\_\_\_\_

Recommended Companies Form Delivered and Signed: \_\_\_\_\_ \_\_\_\_\_

Inform on LNF Insurance Services Available: \_\_\_\_\_ \_\_\_\_\_

POA Packet Delivered to Buyer: \_\_\_\_\_ \_\_\_\_\_

Name of Lender: \_\_\_\_\_

Loan Officer/Processor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Loan: \_\_\_\_\_

Appraisal Ordered: \_\_\_\_\_ Appraisal Completed: \_\_\_\_\_ \_\_\_\_\_

Survey Ordered: \_\_\_\_\_ Survey Completed: \_\_\_\_\_ \_\_\_\_\_

Sellers Settlement Company: \_\_\_\_\_

Processor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchasers Settlement Company: \_\_\_\_\_

Processor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

REPORTS:

Termite Company: \_\_\_\_\_ \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Phone: \_\_\_\_\_

Treatment Needed: \_\_\_\_\_ \_\_\_\_\_

Public Water: \_\_\_\_\_

Well: \_\_\_\_\_

Water Test Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Water Test Ordered: \_\_\_\_\_ Completed: \_\_\_\_\_ \_\_\_\_\_

Public Sewer: \_\_\_\_\_

Septic: \_\_\_\_\_

Septic Tank Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Septic Tank Pump Ordered: \_\_\_\_\_ Completed: \_\_\_\_\_

Distribution Box Ordered: \_\_\_\_\_ Completed: \_\_\_\_\_

Home Inspection Items Completed: \_\_\_\_\_

Radon Remediation Completed (if applicable): \_\_\_\_\_

Radon Re-Test Completed: \_\_\_\_\_

Other Items:

Homeowners Policy and Receipt delivered to Settlement Company: \_\_\_\_\_

Inform Sellers/Purchasers on Utilities and provide company names (if applicable): \_\_\_\_\_

Inform Purchasers on wiring/certified funds, amount due and who payable to: \_\_\_\_\_

Home Warranty Application Processed and Delivered to Settlement Company: \_\_\_\_\_

Receipts delivered for ICRA items and inspection reports: \_\_\_\_\_

Walk thru scheduled/completed: \_\_\_\_\_

CLOSING DATE and Time: \_\_\_\_\_

Post Closing (if applicable):

1. Closing Gift Delivered.
2. Sign and Directionals removed.
3. Lockbox removed.
4. Change Listing status in MLS.
5. Commission Check picked up/Delivered to LNF.
6. Follow Up Program Initiated with Client(s)
7. Social Media posted.
8. Recommendation Requested and Posted.