



# CLOSING CHECKLIST

PROPERTY ADDRESS \_\_\_\_\_

LISTING COMPANY \_\_\_\_\_ SELLING COMPANY \_\_\_\_\_

SALESAGENT \_\_\_\_\_ SALESAGENT \_\_\_\_\_

SELLER \_\_\_\_\_ BUYER \_\_\_\_\_

SELLER'S ATTORNEY \_\_\_\_\_ BUYER'S ATTORNEY \_\_\_\_\_

**\*DO NOT FORGET TO NOTIFY OUT-OF-STATE SELLERS OF THE NON-RESIDENT INCOME WITHHOLDING TAX\***

\_\_\_ 1. EARNEST MONEY CHECK  
 \_\_\_ A. Deposited/Date \_\_\_\_\_  
 \_\_\_ B. Transfer to Closing Attorney \_\_\_\_\_  
 \_\_\_ C. Other \_\_\_\_\_

\_\_\_ 2. MULTIPLE LISTING SERVICE  
 Computer \_\_\_\_\_ Forms \_\_\_\_\_  
 \_\_\_ A. Contingency Pending \_\_\_ A. Change of Status  
 \_\_\_ B. Pending \_\_\_ B. Other \_\_\_\_\_  
 \_\_\_ C. Sold

\_\_\_ 3. PUT UP SOLD SIGN

\_\_\_ 4. REMOVE LOCK BOX

\_\_\_ 5. ORDER TERMITE INSPECTION

\_\_\_ A. Transfer Termite Bond Protection  
 \_\_\_ B. Pest Control Protection  
 \_\_\_ C. Other \_\_\_\_\_

\_\_\_ 6. PROPERTY INSPECTION (Order any repairs needed)  
 \_\_\_ A. Appliances \_\_\_ F. Roof  
 \_\_\_ B. Furniture \_\_\_ G. Miscellaneous Convey Items  
 \_\_\_ C. Window Treatments \_\_\_ H. Removal of Non-Convey  
 \_\_\_ D. Plumbing \_\_\_ I. Other \_\_\_\_\_  
 \_\_\_ E. Electric

\_\_\_ 7. ARRANGE TRANSFER OF UTILITIES, ETC.

✓	UTILITY	COMPANY	CONTACT	DATE
	Electricity			
	Water			
	Sewer/Septic Tank Tap Fee Impact Fee Septic Tank Approval	_____ _____ _____	_____ _____ _____	
	Cable TV			
	Telephone			
	Garbage			
	Gas			
	Mail			
	Security			
	Other			

Phone:

Fax:

8. INSURANCE

<input type="checkbox"/>		AGENCY	CONTACT	DATE
<input checked="" type="checkbox"/>	Flood			
<input type="checkbox"/>	Wind, Storm, & Hail			
<input type="checkbox"/>	Fire (Hazard)			

9. LOAN APPLICATION

<input type="checkbox"/>		COMPANY	PROCESSOR	DATE
<input checked="" type="checkbox"/>	Loan Assumption Prorate Interest			
<input type="checkbox"/>	First Mortgage			
<input type="checkbox"/>	Second Mortgage			

10. ORDER DEED PREPARATION

- A. Name as it should appear on deed \_\_\_\_\_
- B. Does Seller want Buyer's Attorney to prepare deed? \_\_\_\_\_
- C. Does Buyer want Title Insurance? \_\_\_\_\_

11. ORDER SURVEY

12. RENTAL INFORMATION

- A. Sign Management Agreement/or Withdraw From Rental Program
- B. Sign Interest Agreement
- C. Lock Box Agreement for Buyer
- D. Refund Lock Box Fee to Seller
- E. Check with Bookkeeper for Outstanding Bills

13. CONDOMINIUMS

- A. Notify Home Owners Association
- B. Transfer Name and Address
- C. Outstanding Balance/Prorated Rents
- D. Transfer Rent Securities

14. REVIEW SALES CONTRACT TO BE SURE ALL CONTINGENCIES HAVE BEEN MET

15. SELLER SIGN LEASE AGREEMENT IF REMAINING IN HOUSE/CONDO

16. CLOSING STATEMENT REVIEW

- A. Check Addition and Subtraction
- B. Transfer Rent Securities
- C. Interest Prorated
- D. Earnest Money Transferred to Closing Attorney
- E. Go over Closing Statement with Buyer
- F. Go over Closing Statement with Seller prior to Closing
- G. Termite Inspection fee
- H. Reminder: Signed Agency Disclosure

17. KEYS

- A. Get Keys from Seller
- B. Give Keys to Buyer

**AFTER THE CLOSING**

1. THANK YOU LETTERS TO BUYER AND SELLER. PERIODIC FOLLOW UPS ARE NICE!

2. DISBURSE FUNDS

- A. Selling Agent
- B. Listing Agent
- C. Referral \_\_\_\_\_ Date \_\_\_\_\_

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