

Buyer Contract to Close Checklist

Binding Contract

On Binding Agmt Date	Save Contract in File Folder
On BAD	Verify All Signatures & Initials, Note Any Missing Items
On BAD	Send Contract to Buyer
On BAD	Send Contract to Listing Agent, Request Instructions to Closing Attorney (Request Utilities, HOA Covenants, Floorplan, Survey, Home Warranty, Termite Bond)
On BAD	Send Contract to Lender
On BAD	Send Contract to Closing Attorney
On BAD	Enter Critical Dates on Calendar
On BAD	Submit FMLS 117, Upload to Command
On BAD	Upload Contract to Command, Submit Opportunity
On BAD	Submit Commissions
On BAD	Request Earnest Money through Earnnest or Pick Up Check & Submit to MCA
On BAD	Schedule Home Inspection, Additional Inspections, Inform Listing Agent, Verify Utilities are On
1 Day After BAD	Order Termite Letter, if Applicable
EM Due Date	Send Copy of Earnest Money to Listing Agent, Lender, Atty, Upload to Command
3 Days After BAD	Confirm Buyer Has Made Loan Application
5 Days After BAD	Send Signed Instructions to Closing Attorney to Closing Atty, Upload to Command
5 Days After BAD	Forward Attorney's Buyer Info Sheet to Buyer

Post Due Diligence Period

Within DD	Complete Inspection Amendment
1 Day After DD	Schedule Closing, Update Calendar, Inform All Parties
1 Day After DD	Notify Closing Atty of Any Special Circumstances (Power Of Atty, Mail-Away, etc.)
2 Days After DD	Order Buyer Home Warranty, if Applicable, Share with Closing Atty
2 Days After DD	Send Termite Letter / Bond, if Applicable, to Lender, Closing Atty
3 Days Before Appraisal Deadline	Check on Appraisal
3 Days Before Financing Deadline	Check on Conditional Loan Approval
10 Days Before Closing	Verify Seller is Completing Requested Repairs
10 Days Before Closing	Verify Buyer has Completed Attorney's Buyer Info Sheet
9 Days Before Closing	Verify Lender, Closing Atty Have Received All Amendments
8 Days Before Closing	Check on Status of Title Order, HOA Letter

Pre-Closing

7 Days Before Closing	Check Command for Compliance Issues, Take Appropriate Action
7 Days Before Closing	Submit Pay At Close Request
5 Days Before Closing	Schedule Final Walk-Thru
5 Days Before Closing	Obtain Copies of Repair Receipts from Listing Agent
3 Days Before Closing	Send Buyer Closing Reminder Email
3 Days Before Closing	Confirm Details of Key Exchange
3 Days Before Closing	Verify Signed Closing Disclosure, Clear to Close with Lender
2 Days Before Closing	Send DA to Closing Atty
1 Day Before Closing	Obtain Settlement Statement from Closing Atty
1 Day Before Closing	Pick Up EM Check if KW is Holding

Post Closing

Closing Day	Deposit KW Checks with MCA
Closing Day	Submit FMLS 118, Upload to Command
Closing Day	Upload Signed Settlement Statement to Command

Closing Day	Update Client Address in Command, Add Tags, Home Anniversary Date, Start SmartPlans
1 Day After Closing	Create Social Media Post
7 Days After Closing	Request Review

Amendments

Upload to Command
Send Copy to Buyer, Listing Agent, Lender, Closing Atty
Update Critical Dates on Calendar, if Applicable

If Closing Date Changes

Complete Amd to Change Closing Date
Send Copy to Buyer, Listing Agent, Lender, Closing Atty, MCA
Update Critical Dates on Calendar

If Terminated

Obtain & Sign Termination
Upload to Command, Terminate Commissions
Send Copy to Buyer, Listing Agent, Lender, Closing Atty
Remove Critical Dates from Calendar
Cancel Buyer Home Warranty Order