

Seller 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 Seller
On BAD	Send Contract to Buyer's Agent (Include Utilities, HOA Covenants, Floorplan, Survey, Home Warranty, Termite Bond)
On BAD	Send Contract to Lender
On BAD	Send Contract to Closing Attorney
On BAD	Create Instructions to Closing Attorney, Send for Signatures
On BAD	Enter Critical Dates on Calendar
On BAD	Change Status in FMLS & GAMLIS
On BAD	Upload Contract to Command, Submit Opportunity
On BAD	Submit Commissions
On BAD	Inform Seller of Inspection Date & Time, Verify Utilities are On
1 Day After BAD	Order Termite Letter, if Applicable
EM Due Date	Get Copy of Earnest Money from Buyer's Agent, 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 Seller Info Sheet to Seller

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 Seller has Completed Attorney's Seller 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
7 Days Before Closing	Alert Stager of Upcoming Closing if Renting Furniture
5 Days Before Closing	Inform Seller of Final Walk-Thru Date & Time
5 Days Before Closing	Provide Copies of Repair Receipts to Buyer's Agent
3 Days Before Closing	Send Seller 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	Remove Lockbox, Yard Sign, Flyers, & Home Showing Book from Property
Closing Day	Deposit KW Checks with MCA

Closing Day	Change Status in GAMLS
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
1 Day After Closing	Update Social Media Posts
1 Day After Closing	Send Just Sold Postcards
7 Days After Closing	Request Review

Amendments

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

If Closing Date Changes

Complete Amendment to Change Closing Date
 Send Copy to Seller, Buyer's Agent, Lender, Closing Atty, MCA
 Update FMLS & GAMLS
 Update Critical Dates on Calendar

If Terminated

Obtain & Sign Termination
 Upload to Command, Terminate Commissions
 Send Copy to Seller, Buyer's Agent, Lender, Closing Atty
 Update FMLS & GAMLS
 Remove Critical Dates from Calendar
 Cancel Buyer Home Warranty Order
 Contact Agents to Inform of Status Change