Contract to Close Checklist – Seller's Agent Responsibilities Insight realty network

Address:			
Task	**Notes**	**Date**	**Complete?**
Confirm Earnest/Option was delivered to Title Company	If the payment is not received within 3 days, there is no option period		☐
Insert Important Dates in Calendar	Option, Financing Period, Contingency Expiration, Title commitment		☐
Minimum Contract Documents to Submit to IRN.	Appropriate Contract for property type with addendums, IABS, Intermediary Notice, Lead Based Paint		☐
Submit contract paperwork to Broker	After the option period, has expired.		☐
Follow-up with Title/Escrow Company and Loan Officer about progress.	From beginning to end.		☐
Create CDA Request			☐
Send repair receipts	No receipts = No Closing		☐
Follow up on HOA Resale Certification	Seller normally needs to write a check.		☐
If closing is delayed, then draft amendments	Amendment the contract **and** lease back.		☐
Deliver CDA to the Title company			☐
Schedule closing appointment	Remind of tax proration, need for verified funds and photo ID		☐
Follow up to see if CD was delivered on time.	CD must be delivered three days before closing.		☐
Order closing gift			☐
Create plan for key delivery			☐
Coordinate move-in dates	Work with the buyer's agent to coordinate		☐
Receive your payment (delivered from title/ escrow company)	After closing and funding.		☐
Update the MLS as Sold			☐