



CLOSING CHECKLIST

PROPERTY ADDRESS _____

LISTING COMPANY _____
SALESAGENT _____
SELLER _____
SELLER'S ATTORNEY _____

SELLING COMPANY _____
SALESAGENT _____
BUYER _____
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			

8. **INSURANCE**

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

9. **LOAN APPLICATION**

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