

REALTOR® Contract to Close Checklist

Property Address:

LOAN PROCESS - TASKS		Confirm
141	Confirm return of verifications of deposit and buyer's employment.	
142	Follow loan processing through to the underwriter.	
143	Add lender and other vendors to transaction management program so agents, buyer and seller can track progress of sale.	
144	Contact lender weekly to ensure processing is on track.	
145	Relay final approval of buyer's loan application to seller.	

HOME INSPECTION - TASKS		Confirm
146	Coordinate buyer's professional home inspection with seller.	
147	Review home inspector's report.	
148	Enter completion into transaction management tracking software program.	
149	Explain seller's responsibilities with respect to loan limits and interpret any clauses in the contract.	
150	Ensure seller's compliance with home inspection clause requirements.	
151	Recommend/assist seller with identifying and negotiating with trustworthy contractors for required repairs.	
152	Negotiate payment and oversee completion of all required repairs on seller's behalf, if needed.	

THE APPRAISAL - TASKS		Confirm
153	Schedule appraisal.	
154	Provide comparable sales used in market pricing to appraiser.	
155	Follow up on appraisal.	
156	Enter completion into transaction management program.	
157	Assist seller in questioning appraisal report if it seems too low.	