

## REALTOR® Contract to Close Milestone Checklist

Property Address:

TASKS		Date Expected	Date Completed
1	Contract and earnest money received.		
2	Earnest money receipted.		
3	File opened and key contacts added.		
4	Introduction letter sent to clients.		
5	Payoff/Assumption statement ordered.		
6	Payoff statement received.		
7	Commitment sent to lender.		
8	Commitment sent to other agent.		
9	HOA Info/Resale certificate received.		
10	Survey order or existing survey verified.		
11	Hazard insurance information received.		
12	Termite inspection received.		
13	Full inspection received.		
14	Repair Addendum signed and received.		
15	Repairs completed and invoices received.		
16	Home warranty ordered.		
17	Lender docs received and verified.		
18	Closing scheduled with all vendors.		
19	Closing schedule/reminders sent to clients.		
20	HUD-1 statement reviewed and approved.		
21	Final Closing Package prepared.		
22	Other:		
23	Other:		
24	Other:		
25	Other:		