



RESIDENTIAL BROKERAGE

CLOSING DOCUMENT CHECKLIST

Property Address _____

Agent(s) _____

THE REAL ESTATE COMMISSION REQUIRES ALL BROKERS TO KEEP COMPLETE FILES ON REAL ESTATE CLOSINGS. BE SURE TO TURN IN THE FOLLOWING

LISTING SOLD INFORMATION: "•" Required fields for Sold information in MLS (Must Be Completed) "O" required for IRES only

•Sold Price \$ _____ •Sold Term Conv FHA Cash VA Other _____

•Sold Agent Name _____

•Sold Date _____ •Seller Down Payment Assist \$ _____ o Included in Sales Price Yes No
MM-DD-YYYY e.g.: 01-01-2011

•Concession Type (✓ Up to Three) CA (Cash) CC (Buyer Closing Costs/Points Pd Seller) PP (Personal Property) (N) None

•Concession Amt \$ _____ •Seller Type (✓ One) Bank Bldr Corp/Trust Estate Govt Indiv Relo Co

IF A DOCUMENT LISTED IS NOT APPLICABLE (N/A), PLEASE MARK THE CHECKLIST ACCORDINGLY.

Agent Checklist

- Copy of Earnest Money/Check or Promissory Note
- Commission Check(s) to Coldwell Banker (1 Copy)
- Commission Check(s) to Agent(s) (1 copy)
- Buyer Settlement Statement
- Seller Settlement Statement
- HUD
- Warranty Deed
- *Bill of Sale
- Title Company Closing Instructions
- Pay-Off Statements for all loans being paid off
- *Water/Sewer Proration Agreement (and/or Homeowners Association Letter)
- *Tax Proration Agreement
- *Tax Certificate
- Title Co. Final Affidavit (Lien Affidavit)
- Real Property Transfer Declaration
- **Truth-in-Lending Disclosure (Regulation Z)
- Copy of Home Inspection Notice and/or Report
- **Copy of Deed of Trust
- Power of Attorney (If applicable)
- Inspection Report/Objection/Resolution
- Title Commitment

*May not receive these documents on Builder, HUD or Bank deals
 **May not receive due to Privacy Act