



NORTHERN CLOSING DOCUMENT CHECKLIST

Property Address _____

Agent(s) _____ MLS# _____

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 IRES (Must Be Completed) “O” required for IRES only

IRES # _____

● Sold Price \$ _____ ● Sold Term ☐ Conv ☐ FHA ☐ Cash ☐ VA ☐ Other _____

● Sold Agent Name _____ ● Sold Agent Company: _____

● 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

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's Settlement Statements
- ☐ Seller Settlement Statements
- ☐ 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 Notice/Report/Resolution
- ☐ Title Commitment

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