



RE/MAX Realty Pros

561-756-8047

**1906 Clint Moore Rd Suite #6
Boca Raton, FL 33496**

Fax: 561-756-8075

Agent Name _____

Property Address _____

Closing Date _____

Closing Checklist

Listing Documents		Sale Documents	
<input type="checkbox"/>	Listing Agreement	<input type="checkbox"/>	Executed Contract
<input type="checkbox"/>	Seller's Disclosure	<input type="checkbox"/>	Seller's Disclosure
<input type="checkbox"/>	Tax Record	<input type="checkbox"/>	Walk Through Inspection
<input type="checkbox"/>	MLS Listing	<input type="checkbox"/>	Disbursement Authorization
<input type="checkbox"/>	Executed Contract	<input type="checkbox"/>	HUD Statement
<input type="checkbox"/>	All Addendums	<input type="checkbox"/>	Tax Record
<input type="checkbox"/>	Walk Through Inspection	<input type="checkbox"/>	MLS Listing
<input type="checkbox"/>	Disbursement Authorization	<input type="checkbox"/>	Any Additional Included Documents
<input type="checkbox"/>	HUD Statement	<input type="checkbox"/>	
<input type="checkbox"/>	HOA & Condo Docs Signed And Delivered	<input type="checkbox"/>	
<input type="checkbox"/>	Short Sale Disclosure (if appl.)	<input type="checkbox"/>	
<input type="checkbox"/>	Lead Disclosure (if appl.)	<input type="checkbox"/>	
<input type="checkbox"/>	China Wall Disclosure (if appl.)	<input type="checkbox"/>	
<input type="checkbox"/>	Mold Disclosure (if appl.)	<input type="checkbox"/>	
<input type="checkbox"/>	Any Additional Included Documents	<input type="checkbox"/>	

Rental Transactions	
<input type="checkbox"/>	Executed Contract To Lease
<input type="checkbox"/>	Executed Lease
<input type="checkbox"/>	Copy Of Listing Agreement (if your listing)
<input type="checkbox"/>	Copy Of Tax Record
<input type="checkbox"/>	MLS Listing
<input type="checkbox"/>	Any Additional Included Documents
<input type="checkbox"/>	Disbursement Authorization