



Realtor Checklist

Prior to Closing, Please Provide:

- A copy of a signed contract, including any and all exhibits and addendums
- Contact information for the Buyers and Sellers
- Name and contact information for the Mortgage Lender or Mortgage Broker
- Homeowners Association contact information, including contact name, address and telephone number
- The original Termite letter
- All payoff information for the Seller, including contact information for each loan, account numbers and Social Security numbers for all parties on the loan
- Whether a survey will be required or not
- Any Home Warranty Information, if applicable
- Copies of any relevant Wills, Trusts, Powers of Attorney or Corporate Documents related to the parties

Please Bring to the Closing:

- Please Ensure Your Client Arrives at the Closing with All Items on the Buyer's or Seller's Checklist as Applicable
- An original signed contract including any and all exhibits and addendums
- Any Home Warranty information, if applicable
- Copies of any invoices for any repairs, if applicable
- The Original Termite Letter