Closing Checklist

Broker Name:		**Client Type:**			
Co-Op Broker:		**Phone:**		**Email:**	
Other Broker Company:		**Agent ID:**		**Office ID:**	
Property Address:		**City:**		**Zip:**	
Year Built:					
Listed Price:		**Contract Price:**		**MLS#:**	
Listed Contract start date:		**End Date:**		**Lender:**	
Contract Date:		**Closing Date:**			
Title CO:		**Phone:**			
Closer:		**Email:**		**Fax:**	
Buyers Name:				**Phone:**	
Address:					
Sellers Name:				**Phone:**	
Address **(if different):**					

SELLER LISTING DOCUMENTS	☑	**AFTER CLOSING DOCUMENTS**	☑
Definitions of Working relationships		**SELLER OR BUYER**	
Exclusive Right-to-Sell Listing Contract **OR** Brokerage Disclosure to Seller		Check to MODUS - must be turned in to office	
Seller's Property Disclosure		Seller's Settlement Statement (Signed)	
Square Footage Disclosure		Buyer Settlement Statement (Signed)	
Lead Based Paint Disclosure (if older than 1978)		Closing Instructions (signed by all)	
MLS print out OR PDC if not in MLS			
Amend/Extend with Broker (if applicable)		**IF APPLICABLE**	
Source or Water- if not noted on Sellers Property Disclosure(Not HOA)		Additional Contract Addendums/ Amends	
SHORT SALE DOCUMENTS IF APPLICABLE			
Short Sale Addendum (Seller Listing Contract)			
BUYER LISTING DOCUMENTS			
Definitions of Working Relationships			
Exclusive Right to Buy Listing Contract **OR** Brokerage Disclosure to Buyer			
UNDER CONTRACT DOCUMENTS			
Contract to Buy and Sell Real Estate			
CounterProposal (if applicable)			
Post Closing Occupancy (if applicable)			
Earnest money receipt			
Lead Based Paint Disclosure (if older than 1978)			
MLS print out OR PDC if not in MLS			
Dual Status / ABA		**Agent is responsible for notifying the Showing Service and the MLS of the sale of this property**	
Source or Water - if not noted on Sellers Property Disclosure			
Sellers Property Disclosure		*If a file is incomplete you will be notified and the file will be returned to you for completion	
Square Footage Disclosure			
Inspection Resolution (if applicable)		*A file cannot be held back in your possession for any reason	
Statement of Authority for LLC (if applicable)			
Power of Attorney (if applicable)		*MODUS Real Estate will check for all required documents	
Agent Disclosure			
Wire fraud disc (for all buy-side deals 4/21/17 and later)			
MLS disclosure if not published			
SHORT SALE DOCUMENTS IF APPLICABLE		**Disbursement Authorization Form to be emailed to moore.skyler@gmail.com**	
Short Sale Addendum - to Contract			
Arms Length Affidavit - provided by SS Lender		**IF APPLICABLE:**	
		Buyer is Customer: Broker Disclosure to Buyer Definitions of Working Relationships	
		Buyer Purchasing For Sale By Owner - need Brokerage Disclosure to Seller	
		Double Ending - Buyer & Seller - need Change of Status Form	
		Effective 1/1/14 A Late Fee of $50 if Listing Contract/Contract to Buy Sell is not turned in within 5 business days after signing. In Addition $10/day fine if Check and Closing docs are not turned in within 5 business days after closing	