

BUYER CONTRACT TO CLOSE**Date/Checked****Notes**

Add Contract to Dotloop		
Escrow Amount/Date Received		
Schedule Home Inspection, 4 Point		
WDO Inspection		
Schedule Pool Inspection		
Schedule Radon or Septic Inspection		
Prepare Repair Request		
Check Permits before Inspection Period Ends/Send Inspection Reports to Seller		
Ask Seller for Survey/Order Survey		
Confirm Appraisal was Ordered		
Send Moving Guide		
Get Title Policy to Buyer		
Home Owners Insurance		
Home Warranty, if applicable		
Lender Approval Letter		
Confirm House Appraised		
Signed Inspection Repair Form		
Inform Buyer Amount Needed to bring to Closing, Tell them where to get Wire Instructions		
Request Escrow Check if not Closing at GT		
Schedule Walk-Thru		
Repair Invoices/Receipts		
Received Copy of HUD/Check Commission, Invoices and Escrow Amounts		
\$295 included on closing statement		
Confirm Closing Time		
Keys		
Pick-Up Commission Check		
Add Sale to Zillow, Truila, Realtor.com		
Invite to Facebook Page		
Send Thank You Card		
Feedback Survey		
Zillow Review Request, BP Reminder		
Contact Buyers 3-5 Days After Closing		
Check MLS for correct agent on property		