



RS Johnson Legal, Attorneys at Law

www.rsjohnsonlegal.com

Closing Checklist for Agents

We look forward to working with you on your real estate transaction. Our goal is to provide you with prompt and exceptional service. Please let us know anything we can do to make your process a success.

Buyer's Agent

Contract. Please submit the fully executed Contract along with any amendments.

Commission Agreement/Instructions to Closing Attorney. Please submit in advance of Closing whenever possible.

Schedule the Closing. Contact our office with your preferred date, time and location of Closing, and we will always do our best to accommodate.

Buyer Information. Please have your client complete and submit the Buyer Information Form as early in the process as possible.

Title Insurance. Obtaining title insurance at closing is imperative for protection of your Buyer's real estate investment. Please contact us if you or your Buyer(s) would like any further information on title insurance and what it covers.

Survey. RS Johnson Legal, P.C. will gladly supply a list of surveyors should your Buyer wish to have a survey completed.

Termite Inspection. Submit the Termite Inspection Report (and any accompanying invoice) if one is required by the Contract.

Home Warranty. Submit a copy of the invoice if a Home Warranty is required by the Contract.

Repair Invoices. Submit any repair invoices that are to be paid at Closing.

ALTA Settlement Statement Review. Verify that commission, earnest money, home warranty, repair, and/or termite inspection amounts are all correctly itemized and accounted for.

Buyer's Funds. Ensure that the Buyer wires any necessary funds one day prior to the scheduled Closing day. Please encourage the Buyer to bring a checkbook in case any additional minor fees arise which Buyer must pay (or elects to pay to move the process forward.)

(Seller's Agent Info on Next Page)

Seller's Agent

Homeowner/Condominium Association. Submit company name and contact information along with any dues amounts.

Seller Information. Please have your client complete and submit the Seller Information Form as early in the process as possible.

Mortgage Payoff Information. Please have your client complete and submit the Authorization to Release Payoff Information as soon as possible.