

Commercial Property Closing Checklist Template

This checklist is a sample template for organizing documents and tasks required to close on a commercial property transaction.

1. Property & Transaction Details

Property Address	_____
Buyer Name	_____
Seller Name	_____
Sale Price	_____
Closing Date	_____

2. Due Diligence Documents

- Title Commitment/Report
- Survey of Property
- Zoning Compliance Verification
- Environmental Assessments (Phase I/II)
- Existing Lease Agreements
- Rent Roll
- Service Contracts & Warranties
- Tax Statement/Payment Confirmation
- Utility Information
- Property Insurance Information
- Appraisal Report
- Closing Protection Letter

3. Legal Documents

- Purchase & Sale Agreement
- Deed Preparation
- Closing Statement (HUD-1/ALTA)
- Bill of Sale (if applicable)
- Assignment of Leases & Contracts
- FIRPTA Documentation
- 1031 Exchange Documents (if applicable)
- Corporate/Entity Resolutions & Certificates

4. Financial Documents

- Loan Commitment Letter
- Proof of Buyer's Funds
- Payoff Letters for Existing Mortgages

5. Pre-Closing Tasks

- Final Walkthrough/Inspection
- Transfer of Utilities Arranged
- Confirm Wire Transfer Instructions
- Review Closing Disclosure/Statement
- Schedule Closing Appointment

6. Post-Closing Tasks

- Confirm Recordation of Deed
- Final Distribution of Funds Completed
- Delivery of Keys and Access Devices
- File All Closing Documents & Final Checklist