

# 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

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Buyer Name

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Seller Name

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Sale Price

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Closing Date

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## 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