

# Escrow Closing Checklist Template

## Property:

Address	
Buyer(s)	
Seller(s)	
Escrow Number	
Closing Date	

## Pre-Closing Tasks

- Open escrow account
- Receive and review purchase agreement
- Collect buyer's earnest money deposit
- Order preliminary title report
- Schedule home inspection
- Obtain seller disclosures
- Coordinate pest inspection (if required)
- Review HOA documents (if applicable)
- Order property appraisal

## Loan & Title Processing

- Buyer submits loan application
- Lender orders appraisal
- Loan approval & underwriter conditions cleared
- Review and resolve title issues
- Obtain homeowner's insurance

## Final Steps

- Schedule final walk-through
- Review closing disclosure (CD)
- Sign closing documents
- Buyer wires closing funds
- Disburse funds to seller

- Record deed with county
- Deliver keys and possession to buyer

## Notes