

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