

Property Sale Closing Process Checklist

Property & Parties

Property Address	
Seller Name(s)	
Buyer Name(s)	
Closing Date	

Checklist

- Review and sign purchase agreement
- Schedule property inspection
- Obtain mortgage pre-approval (if applicable)
- Order property appraisal
- Purchase title insurance
- Schedule final walk-through
- Review closing disclosure statement
- Confirm receipt and accuracy of closing funds
- Sign all closing documents
- Transfer property ownership
- Disburse funds to all parties
- Deliver keys and possession to buyer

Notes
