

# 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
