

Real Estate Settlement Checklist

Property Details

Property Address: _____

Buyer Name(s): _____

Seller Name(s): _____

Settlement Date: _____

Pre-Settlement

- Confirm all terms in the contract
- Arrange final property inspection
- Obtain final mortgage approval
- Review settlement statement
- Arrange home insurance
- Transfer utility accounts

Settlement Day

- Attend settlement appointment
- Sign final documentation
- Lodge funds for settlement
- Obtain keys/access to property

Post-Settlement

- Register property transfer
- Confirm mortgage registration
- Finalise utility transfers
- Collect all documents and receipts
- Change address records