

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