

Real Estate Transaction Finalization Checklist

Property Information

- Property address confirmed
- Legal description verified
- Parcel identification number (PIN) obtained

Buyer and Seller Information

- Buyer details confirmed
- Seller details confirmed
- Signatures obtained

Financing & Payment

- Financing approved
- Deposit/payments received
- Final settlement statement reviewed

Documents & Approvals

- Title search completed
- Title insurance ordered
- Property inspection completed
- Appraisal performed
- All disclosures signed

Closing Preparation

- Closing date confirmed
- Settlement agent assigned
- Utilities transferred
- Keys ready for transfer

After Closing

Deed recorded

Funds disbursed

Final documents delivered to all parties
