

# 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