



# Closing Day Coordination Checklist

## Pre-Closing Preparation

Tasks to complete in the days leading up to closing to ensure a smooth process.

### Confirm Closing Date with All Parties

### Review Preliminary Title Report for Accuracy

- ☐ Reviewed & Approved
- ☐ Reviewed - Requires Clarification
- ☐ Not Reviewed

### Note any Title Report Discrepancies and Action Items

### Verify Final Loan Balance with Lender

### Confirm Buyer's Funds Availability

- ☐ Confirmed
- ☐ Pending Verification

### Schedule Final Walk-Through Date & Time

Enter date...

### Notes Regarding Final Walk-Through

Write something...

## Title Company/Escrow Agent Coordination

Focuses on communication and tasks related to the title company/escrow agent.

### Confirm Title Company/Escrow Agent

- ☐ Confirmed
- ☐ Not Confirmed

### Escrow Agent Contact Name

Write something...

### Escrow Agent Phone Number

Write something...

### Escrow Account Number (for wire verification)

Write something...

### Scheduled Closing Date (Confirmed)

Enter date...

### Scheduled Closing Time

### Review Preliminary Title Report

- ☐ Reviewed
- ☐ Not Reviewed

### Notes/Questions regarding Title Report

Write something...

### Confirm Closing Disclosure Received & Reviewed (by Buyer)

- ☐ Confirmed
- ☐ Not Confirmed

## Buyer & Seller Communication

Ensuring both parties are informed and prepared for closing.

### Confirm Closing Date with Buyer

Enter date...

### Buyer Contact Information (Confirmation)

Write something...

### Seller Contact Information (Confirmation)

Write something...

### Brief Explanation of Closing Day Timeline & Expectations (Buyer)

Write something...

### Brief Explanation of Closing Day Timeline & Expectations (Seller)

Write something...

### Communicate any outstanding items (e.g., repairs) to Buyer

☐ Yes

☐ No

☐ N/A

### Confirm Move-Out Status (Seller)

- ☐ Confirmed - Move Out Complete
- ☐ Needs Follow-Up
- ☐ N/A

### Summarize Special Instructions (e.g., key handover) – Buyer

Write something...

### Summarize Special Instructions (e.g., final walkthrough) – Seller

Write something...

## Funding & Wire Transfers

Verifying funds are available and coordinating wire transfer details.

### Loan Amount

Enter a number...

### Lender Name

Write something...

### Escrow/Title Company Wiring Instructions Recipient Name

Write something...

### Escrow/Title Company Wiring Instructions (Confirm & Verify)

Write something...

### Buyer's Bank Name (for outgoing wire)

Write something...

### Buyer's Bank Account Number (for outgoing wire)

Write something...

### Buyer's Bank Routing Number (for outgoing wire)

Write something...

### Wiring Instructions Verified?

☐

Yes

☐

No

### Scheduled Wire Transfer Date

Enter date...

## Document Review & Execution

Reviewing and obtaining signatures on all necessary closing documents.

## Review Final Closing Disclosure (CD)

 Upload File

## Notes from CD Review (Buyer)

Write something...

## Notes from CD Review (Seller)

Write something...

## Buyer Signature on Closing Documents

## Seller Signature on Closing Documents

## Power of Attorney (POA) Confirmation

☐ POA Presented and Verified

☐ No POA Required

## Date of Document Signing

Enter date...

### Notary Public Information (if applicable)

Write something...

## Property & Key Management

Ensuring proper transfer of property access and keys.

### Key Exchange Method

- ☐ In-Person Exchange
- ☐ Lockbox
- ☐ Mail
- ☐ Electronic Transfer (Digital Key)

### Detailed Key Description (Number of keys, labeled keys, garage door openers, etc.)

Write something...

### Scheduled Key Exchange Date

Enter date...

### Scheduled Key Exchange Time



## Key Exchange Location

 [Set My Current Location](#)



## Contact Person for Key Exchange (Seller/Agent/Other)

Write something...

## Number of Garage Door Access Codes Provided

Enter a number...

## Upload Photo of Key Tags/Labels (if applicable)

 [Upload File](#)

# Post-Closing Tasks

Items to address immediately following the closing.

### Record Filing Deadline

Enter date...

### Notes on any post-closing issues or follow-up required

Write something...

### Funds Disbursed to Seller?

☐ Yes

☐ No

☐ Pending

### Seller's Wire Confirmation Number (if applicable)

Enter a number...

### Title Company/Escrow Agent Confirmation Received?

☐ Yes

☐ No

☐ Pending

### Date of final recording

Enter date...

**Any unusual circumstances or issues encountered post-closing.**

Write something...