



SLEPIAN, SCHWARTZ & LANDGAARD
ATTORNEYS AT LAW

Closing Checklist for the Real Estate Agent

Prior to Closing, we will need from you:

- A copy of a signed contract, including any and all exhibits and addendums
- Contact information for the Buyers and Sellers
- Name and contact information for the Mortgage Lender or Mortgage Broker
- Homeowners Association contact information, including contact name, address and telephone number
- The original Termite letter
- All payoff information for the Seller, including contact information for each loan, account numbers and Social Security numbers for all parties on the loan, and completed Seller Authorization Form and Seller Information Form.
- Whether a survey will be required or not
- Any Home Warranty Information, if applicable
- Copies of any relevant Wills, Trusts, Powers of Attorney or Corporate Documents related to the parties

Please bring the following to your Closing:

- An original signed contract including any and all exhibits and addendums
- Any Home Warranty information, if applicable
- Copies of any invoices for any repairs, if applicable
- The Original Termite Letter