



46 Main Street, Bangor, Maine 04401 ~ 207-942-8249

### **Selling Agent's Checklist for Closing**

#### **INITIAL TRANSMITTAL TO THE SETTLEMENT AGENT**

- Complete, Legible Copy of the Ratified Contract
- Contract Addendums and Disclosures
- Contract Amendments
- Commission Information to Include Split and Administrative Fees
- Buyer Contact Info (phone, fax, email, address)
- Seller Contact Info (whatever information you have at this point)
- Listing Agent Contact Info (office phone, cell phone, pager, fax, email)
- Lender Contact Info (Loan Officer's office phone, cell phone, pager)
- Powers of Attorney (if any)
- Notification of any Special Needs of Buyers

#### **SCHEDULING CLOSING**

- Confer with Buyers
- Negotiate Appointment Time with Listing Agent
- Schedule Appointment with Settlement Agent
- Schedule Walk –Through with Buyer and Listing Agent
- Discuss Possession with Listing Agent and Buyer

#### **GENERAL INFORMATION TO BUYERS**

- Discuss Loan Process and Cooperation with Lender
- Homeowners (Hazard) Insurance
- Utility Connections
- Certified Funds for Closing (Rely on Good Faith Estimate, if Necessary)
- Arrangements for Child Care (and/or Pet Care)

#### **FOLLOW UP CONTACT WITH SETTLEMENT AGENT**

- Contract Amendments
- Invoices to be Paid at Settlement
- Financing Changes
- Last Minute Closing Issues
- Lingering Home Inspection Issues
- Walk Through "Problems"
- Possession Disputes

### **Listing Agent's Checklist for Closing**

#### **INITIAL TRANSMITTAL TO THE SETTLEMENT AGENT**

- Seller Contact Info (phone, fax, email, address)
- Seller's Payoff Information
- Commission Information to Include Split and Administrative Fees
- Powers of Attorney (if any)
- Notification of any Special Needs of Sellers

#### **SCHEDULING CLOSING**

- Confer with Sellers and Selling Agent
- Schedule Walk –Through with Listing Agent
- Utility Disconnect – Utilities Must be "On" for Walk-Through
- Discuss Vacation of Property to Include Timing and Anticipated Condition of Property

#### **GENERAL INFORMATION TO SELLERS AND/OR PROPERTY REPORTS**

- Discuss and Follow-up on Home Inspection Repairs
- Obtain Homeowners or Condominium Disclosure Packages
- Schedule Termite Inspection
- Schedule Well and Septic Inspections (if required)
- Cancel Homeowners (Hazard) Insurance – After Closing
- Arrangements for Child Care (and/or Pet Care)
- Discuss Disbursement of Funds – Occurs After Recordation

#### **FOLLOW UP CONTACT WITH SETTLEMENT AGENT**

- Transmit Termite Inspection Report and Other Inspection Reports
- Contract Amendments
- Invoices to be Paid at Settlement
- Notification of Assignment of Funds to Another Settlement Agent