



RESIDENTIAL BROKERAGE

CLOSING DOCUMENT CHECKLIST

Property Address _____
Date Closed _____
Agent(s) _____

THE REAL ESTATE COMMISSION REQUIRES ALL BROKERS TO KEEP COMPLETE FILES ON REAL ESTATE CLOSINGS. BE SURE TO TURN IN THE FOLLOWING DOCUMENTS. IF A DOCUMENT LISTED NOT APPLICABLE (N/A), PLEASE MARK THE CHECKLIST ACCORDINGLY.

LISTING SOLD INFORMATION: "●" are Required fields for Sold information all MLS Systems (**Must Be Completed**) "○" required for IRES only

●Sold Price \$ _____ ●Sold Term _____

●Metrolist Selling Company ID _____ ● Selling Company Name _____

●Sold Agent ID _____ ●Sold Agent Name _____

●Sold Date ____/____/____ ●Seller Down Payment Assist \$ _____ ○Included in Sales Price Yes No
DD-MMM-YYYY e.g.: 01-JAN-2003

●Concession Type (✓ *Up to Three*) CA (Cash) CC (Buyer Closing Costs/Points Pd Seller) PP (Personal Property) N None

●Concession Amt \$ _____ ●Seller Type (✓ *One*) Bank Bldr Estate Govt Indiv Relo Co Corp

○Loan Type Conv FHA Cash Other ○Loan Interest Rate _____ ○Points Paid By Buyer: _____ Seller: _____

MLS: _____ IRES: _____ PPAR: _____

THE COMPANY ENCOURAGES ORIGINAL SIGNATURES ON ALL CONTRACTS. HOWEVER, IT IS NOT MANDATORY THROUGH THE COLORADO REAL ESTATE COMMISSION

- Copy of Earnest Money/Promissory Note
- Commission Checks to Coldwell Banker including \$199 (2 Copies)
- Commission Check(s) to Agent(s) (2 copies)
- *Buyer's Statement of Settlement
- *Seller's Statement of Settlement
- HUD (wont receive if cash deal)
- Warranty Deed
- Bill of Sale
- Title Company Closing Instructions
- Title Co. Reconciliation or Disbursement Statement
- Pay-Off Statements for all loans being paid off
- *Water/Sewer Proration Agreement (and/or Homeowners Association Letter)
- *Tax Proration Agreement
- *Tax Certificate
- Title Co. Final Affidavit (Lien Affidavit)
- Real Property Transfer Declaration
- Truth-in-Lending Disclosure (Regulation Z) May not receive due to privacy act
- Title Commitment and any Endorsements
- Copy of Home Inspection Notice and/or Report
- Copy of Deed of Trust

***May not receive these documents on Builder or Bank Deals**

I have completed this checklist and verify that the file is complete.

Agent's Signature _____ Date _____

SELLER'S MAILING ADDRESS: _____

Phone _____

BUYER'S MAILING ADDRESS: _____

Phone _____