



CLOSING CHECKLIST FOR WALK-IN USE ONLY:

FORMS NEEDED FOR ALL PURCHASES. PENALTIES FOR LATE PAPERWORK FILING:
 \$75.00 LATE FEE FOR EVERY CLOSING CONTRACT NOT SUBMITTED TO **SURECLOSE** WITHIN 5 DAYS.
 COMMISSION WILL NOT BE PAID UNTIL COMPLETE FILE HAS BEEN SUBMITTED TO **SURECLOSE**.

ITEM	NEEDED WITHIN	PAGES	YES/NO
MLS PRINTOUT	5 DAYS		
TAX SHEET	5 DAYS		
AGENCY DISCLOSURE	5 DAYS		
PURCHASE CONTRACT (READABLE WITH ALL SIGNATURES)	5 DAYS		
BANK ADDENDUM	5 DAYS		
COUNTER OFFERS	5 DAYS		
HOA ADDENDUM	5 DAYS		
EARNEST MONEY RECEIPT	5 DAYS		
BUYER BROKER AGREEMENT	5 DAYS		
LEAD BASE PAINT DISCLOSURE (IF BUILT PRIOR TO 1978)	5 DAYS		
ADRE BUYER ADVISORY	PRIOR TO INSPECTION EXPIRATION		
SPDS SIGNED BY BUYER	PRIOR TO INSPECTION EXPIRATION		
CLUE REPORT	PRIOR TO INSPECTION EXPIRATION		
BINSR (ALWAYS, EVEN IF WAIVED)	PRIOR TO INSPECTION EXPIRATION		
INSPECTION WAVIER (IF WAIVED)	PRIOR TO INSPECTION EXPIRATION		
MOLD & RADON GAS	PRIOR TO INSPECTION EXPIRATION		
PURCHASE OFFER ADDENDUMS (ALL)	3 DAYS PRIOR TO CLOSING		
LOAN STATUS REPORT (W/ BUYERS SIGNATURE)	3 DAYS PRIOR TO CLOSING		
HUD-1 SETTLEMENT STATEMENT	3 DAYS PRIOR TO CLOSING		
FINAL WALK-THRU	3 DAYS PRIOR TO CLOSING		
IF APPLICABLE	NEEDED WITHIN	PAGES	YES/NO
RECEIPT OF PUBLIC REPORT	PRIOR TO INSPECTION EXPIRATION		
SUPER FUND DISCLOSURE	PRIOR TO INSPECTION EXPIRATION		
CLIENT REGISTRATION	5 DAYS		
OWNER AGENT DISCLOSURE	3 DAYS PRIOR TO CLOSING		
POOL SAFETY NOTICE	3 DAYS PRIOR TO CLOSING		
REFERRAL AGREEMENT	3 DAYS PRIOR TO CLOSING		
DISCLOSURES	3 DAYS PRIOR TO CLOSING		

ESCROW NUMBER _____ ESCROW COMPANY _____
 ESCROW PHONE NUMBER _____