



Property Address: \_\_\_\_\_

Due Date	Activity	Complete (✓)
Day of contract	Enter contract dates into your contact management program.	
	Fax the contract to the lender.	
	Deliver property disclosures.	
	Deliver earnest money to the title company.	
	Give the buyer HOA contact information.	
	Give the buyer inspector names and numbers.	
Week after contract	Call the buyer's lender to confirm receipt of the loan application.	
	Call the buyer's lender to discuss scheduling an appraisal.	
	Advise the buyer to research homeowner hazard insurance.	
	Call the buyer's lender to check in.	
	Ensure that a closing date has been scheduled.	
One week before closing	Review documentation to ensure inspection repairs are complete.	
	Schedule a walk-through.	
	Remind the buyer to transfer all utility services.	
2 – 4 days before closing	Notify the lender and title company of any changes to the contract.	
	Confirm the closing date, time and location with the buyer.	
	Review all closing figures with the buyer.	
	Tell the buyer to bring a driver's license and cashier's check to the closing.	
	Prepare the file for closing.	
1 day before closing	Remit the closed file to the office manager.	
	Add the buyer to your list of sold properties.	
	Add the buyer to your post-closing follow-up plan.	
4 days after closing	Call the buyer to check in on their move.	