

PRE-CLOSING CHECKLIST

Everything you need ready before closing day.

A simple, color-coded checklist so nothing slips through. Work it top to bottom and you will walk into closing prepared.

DOCUMENTS & IDENTITY

**Government-issued ID**

Driver license or passport. Make sure it is not expired.

**Closing-related contracts**

Purchase agreement, addenda, and any signed disclosures.

**Power of attorney (if used)**

Original or notarized copy. Coordinate with us in advance.

**Trust or LLC docs (if titling that way)**

Operating agreement, EIN, or trust certification.

FUNDS & FINANCES

**Funds ready to wire**

Closing disclosure shows the exact amount. Send only after verbal verification.

**Verified wire instructions**

Call the number on our website, never one in an email.

**Final closing disclosure reviewed**

Compare to your loan estimate. Ask about anything that does not match.

**Homeowners insurance bound**

Required for buyers using financing. Lender needs proof before closing.

PROPERTY & LOGISTICS

**Final walkthrough complete**

Buyers: confirm property condition matches the contract.

**Keys, fobs, garage remotes ready**

Sellers: gather every set. Mailbox key included.

**Utilities scheduled to transfer**

Coordinate water, power, gas, internet, and trash for closing day.

**Closing time and location confirmed**

In-person, mobile, or remote online. Know where you need to be and when.



Two-hour rule. Email, message, or call us with any question. We respond inside two business hours, every time.