CLOSING CHECKLIST

PROPERTY ADDRESS________________________________________________________

LISTING COMPANY________________________________________________________
SELLING COMPANY________________________________________________________
SALESAGENT______________________________________________________________
SALESAGENT______________________________________________________________
SELLER______________________________________________________________
BUYER____________________________________________________________
SELLER’S ATTORNEY_______________________________________________________
BUYER’S ATTORNEY_______________________________________________________

* DO NOT FORGET TO NOTIFY OUT-OF-STATE SELLERS OF THE NON-RESIDENT INCOME WITHHOLDING TAX *

_____1. EARNEST MONEY CHECK
    _____A. Deposited/Date____________________________________________________
    _____B. Transfer to Closing Attorney________________________________________
    _____C. Other________________________________________________________________

_____2. MULTIPLE LISTING SERVICE
    Computer Forms
    _____A. Contingency Pending _____A. Change of Status
    _____B. Pending _____B. Other_______________________________
    _____C. Sold

_____3. PUT UP SOLD SIGN

_____4. REMOVE LOCK BOX

_____5. ORDER TERMITE INSPECTION
    _____A. Transfer Termite Bond Protection
    _____B. Pest Control Protection
    _____C. Other

_____6. PROPERTY INSPECTION (Order any repairs needed)
    _____A. Appliances _____F. Roof
    _____B. Furniture _____G. Miscellaneous Convey Items
    _____C. Window Treatments _____H. Removal of Non-Convey
    _____D. Plumbing _____I. Other_______________________________
    _____E. Electric

_____7. ARRANGE TRANSFER OF UTILITIES, ETC.

<table>
<thead>
<tr>
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<td>Sewer/Septic Tank</td>
<td>Tap Fee</td>
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8. INSURANCE

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9. LOAN APPLICATION

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<td></td>
<td>Second Mortgage</td>
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10. ORDER DEED PREPARATION

A. Name as it should appear on deed
B. Does Seller want Buyer’s Attorney to prepare deed?
C. Does Buyer want Title Insurance?

11. ORDER SURVEY

12. RENTAL INFORMATION

A. Sign Management Agreement/or Withdraw From Rental Program
B. Sign Interest Agreement
C. Lock Box Agreement for Buyer
D. Refund Lock Box Fee to Seller
E. Check with Bookkeeper for Outstanding Bills

13. CONDOMINIUMS

A. Notify Home Owners Association
B. Transfer Name and Address
C. Outstanding Balance/Prorated Rents
D. Transfer Rent Securities

14. REVIEW SALES CONTRACT TO BE SURE ALL CONTINGENCIES HAVE BEEN MET

15. SELLER SIGN LEASE AGREEMENT IF REMAINING IN HOUSE/CONDO

16. CLOSING STATEMENT REVIEW

A. Check Addition and Subtraction
B. Transfer Rent Securities
C. Interest Prorated
D. Earnest Money Transferred to Closing Attorney
E. Go over Closing Statement with Buyer
F. Go over Closing Statement with Seller prior to Closing
G. Termite Inspection fee
H. Reminder: Signed Agency Disclosure

17. KEYS

A. Get Keys from Seller
B. Give Keys to Buyer

AFTER THE CLOSING

1. THANK YOU LETTERS TO BUYER AND SELLER. PERIODIC FOLLOW UPS ARE NICE!

2. DISBURSE FUNDS

A. Selling Agent
B. Listing Agent
C. Referral

Date