



# ***CHECKLISTS***

# TRANSACTION CHECKLIST FOR ACCEPTED OFFERS

| <i><b>ITEM</b></i>                              | <i><b>DUE</b></i> | <i><b>RECVD</b></i> | <i><b>RESULT</b></i> |
|---|-------------------|---------------------|----------------------|
| Original Earnest Money                          | _____             | _____               | _____                |
| Additional Earnest Money                        | _____             | _____               | _____                |
| Satisfaction Contingencies to Contract of Sale: |                   |                     |                      |
| Loan Processing Procedures                      |                   |                     |                      |
| Loan Commitment                                 | _____             | _____               | _____                |
| Credit Report                                   | _____             | _____               | _____                |
| Appraisal                                       | _____             | _____               | _____                |
| VOE   | _____             | _____               | _____                |
| VOA   | _____             | _____               | _____                |
| PMI   | _____             | _____               | _____                |
| Submitted to Underwriter                        | _____             | _____               | _____                |
| Verbal Approval                                 | _____             | _____               | _____                |
| Written Approval                                | _____             | _____               | _____                |
| Need to Amend Contract                          | _____             | _____               | _____                |
| Other   | _____             | _____               | _____                |
| Inspections                                     |                   |                     |                      |
| Radon   | _____             | _____               | _____                |
| Lead  | _____             | _____               | _____                |
| Asbestos  | _____             | _____               | _____                |
| Termite/Rodent                                  | _____             | _____               | _____                |
| Basement  | _____             | _____               | _____                |
| Structural                                      | _____             | _____               | _____                |
| General Premises                                | _____             | _____               | _____                |
| Subsoil Conditions                              | _____             | _____               | _____                |
| Other   | _____             | _____               | _____                |
| Other Contingencies                             |                   |                     |                      |
| Property Condition Report                       | _____             | _____               | _____                |
| Safe Water Report                               | _____             | _____               | _____                |
| Code Compliance                                 | _____             | _____               | _____                |
| DIHLR Inspection                                | _____             | _____               | _____                |
| Repairs per Contract                            | _____             | _____               | _____                |
| Other:  | _____             | _____               | _____                |
| Other:  | _____             | _____               | _____                |
| Other:  | _____             | _____               | _____                |

|                                |               |                                |            |
|--------------------------------|---------------|--------------------------------|------------|
| <b><u>RESULTS LEDGEND:</u></b> |               |                                |            |
| N/A = Not Applicable           | C = Completed | L = Lender                     | B = Buyer  |
| A = Accepted                   | R = Rejected  | P = Passed                     | F = Failed |
|                                |               | AI = Additional Info. Required |            |

**SETTLEMENT (CLOSING OR  
ESCROW) CHECKLIST**

***ITEM***

***COMPLETED***

**SETTLEMENT PROCEDURES:**

- Occupancy Permits \_\_\_\_\_
- Survey \_\_\_\_\_
- Home Warranty Applications \_\_\_\_\_
- Oil Letter \_\_\_\_\_
- Special Agreements \_\_\_\_\_
- Amendments \_\_\_\_\_
- Escrow Agreements \_\_\_\_\_
- Lien Waivers \_\_\_\_\_
- City Letters \_\_\_\_\_
- Title Policy \_\_\_\_\_
- Closing/Escrow Statement \_\_\_\_\_
- Affidavits \_\_\_\_\_
- Authorization to Deliver Deed \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**ONE WEEK PRIOR:**

- Transfer Utilities \_\_\_\_\_
- Check Keys \_\_\_\_\_
- Check EDO \_\_\_\_\_
- Other \_\_\_\_\_