

AGENT CHECK LIST
REAL ESTATE CLOSING CHECKLIST

Courtesy of

Greenbrier Settlements, L.L.C.

Ph. (703) 366-2668 Fax (703) 366-2667

- _____ **Closing Date** Set with Greenbrier and fax contract to Greenbrier

- _____ **FHA loan Pay-Off** of sellers' loan
 - _____ Closing date at least 5 days prior to first day of following month
 - _____ Seller aware that full month interest will accrue if not paid off by the first day of the month.

- _____ **FHA or VA loan** for Purchaser, Seller notified that they will be responsible for some purchaser closing costs

- _____ **Termite** Ordered (Report sent to Greenbrier)

- _____ **Home Owner's Association/Condominium Documents** Ordered
Provide Home Owner's Association information to Greenbrier

- _____ **Seller is a Foreign Individual or Entity**
 - _____ Seller subject to withholding of proceeds by the IRS
 - _____ Seller aware of withholding requirements
 - _____ Seller filed a request for exemption of withholding with the IRS
 - _____ Seller notified to bring all relevant documentation to closing

- _____ **Buyer Costs** Buyer notified of possible costs above good faith estimate
 - _____ Home Owner's Association/Condominium dues
 - _____ Real Estate tax pro-rations
 - _____ Owner's Title Insurance

- _____ **Purchaser on Contract not on Loan/Add purchaser to Deed**
 - _____ Lender made aware of buyers not on loan
 - _____ Lender approval received to include additional buyer's on Deed/Deed of Trust
 - _____ Greenbrier Settlements notified of the above

- _____ **Power of Attorney**
 - _____ Greenbrier Settlements notified/reviewed
 - _____ Original sent to Greenbrier Settlements /brought to closing
 - _____ Buyer's Power of Attorney approved by Lender

_____ **Information to Provide to Greenbrier Settlements, L.L.C.**

- _____ Broker Admin fee/Agents' Commissions
- _____ All Addendums to the Contract
- _____ All Closing cost credits/Agents Credits
- _____ Escrow Agreements
- _____ Pre/Post Occupancy Agreements
- _____ Disclaimer/Disclosure
- _____ Homeowner/condo association dues information
- _____ Use of a Power of Attorney
- _____ Foreign seller information