



643½ Mandalay Avenue  
 Clearwater Beach, FL 33767  
 727-446-0137 • 727-446-0138 (fax)  
 SERVING THE BEACHES AND MAINLAND SINCE 1968

After the contract is negotiated, this high level list shows the tasks that must be accomplished in order to successfully close the transaction. Some tasks are completed by one party while others can be shared responsibilities or completed by the Realtor at the Buyer's or Seller's request.

	Description	Buyer	Seller	Realtor	Lender
1.	Write check for earnest money purchase deposit.	X			
2.	Apply for Mortgage.	X			
3.	Do not change employers	X			
4.	Do not incur new debts.	X			
5.	Obtain mortgage commitment letter.	X			
6.	Order home appraisal.				X
7.	Secure insurance and get binder issued for all required coverage.	X			
8.	Choose Home Inspector.	X			
9.	Schedule Home Inspection.	X		X	
10.	Attend Home inspection.	X	X	X	
11.	Document required repairs.	X		X	
12.	Order Termite inspection of property.	X		X	X
13.	Order Survey of property.	X		X	X
14.	Manage completion of repairs.		X	X	
15.	Communication with title company.			X	X
16.	Schedule closing time.	X	X	X	X
17.	Schedule pre-closing walk through inspection.			X	
18.	Notify post office and others of change of address.	X	X		
19.	Establish electrical service.	X			
20.	Establish water and sewer service.	X			
21.	Establish cable service.	X			
22.	Establish Internet service.	X			
23.	Review HUD statement.	X	X	X	
24.	Obtain Cashier's Check for cash due at closing.	X			
25.	Bring driver's license to closing.	X			
26.	Bring checkbook to closing to cover any incidentals.	X			

This document is meant to be **used only as a guide**

It is not meant to imply these are the only items required or the only parties involved in the closing transaction.

Kate Daley, Broker-Associate, Realtor®, e-Pro • [kate@daleysales.com](mailto:kate@daleysales.com) • [www.daleysales.com](http://www.daleysales.com) • 727-415-3093 (c) • 727-523-7506 (f)