

Hilo Bay Realty LLC

Agent's Close of Escrow Checklist

Agent:

Represents:

Property Address:

TMK:

Seller:

Buyer:

Close Date:

Sales Price:

DOCUMENTS (Check as applicable)

- Purchase Contract with all related Addenda
- Open Escrow Instructions
- Title Report
- Receipt of Disclosures
- F-2, F-3: Extension
- I: SRPD
- K-1 or K-2: Staking or Survey
- J-1: Release of Insp. Contingency
- J-2, J-3: Final Walk Through
- L-2: TIR
- M-1: Subdivision/Condo Docs
- MLS printout showing HBR listing change to "Sold"
- Referral Agreement
- Listing Agreement and Full MLS and TMK printout
- Escrow Co. closing docs and commission check
- Agent's commission check cut (Broker check)

Agent _____ Date _____ Broker _____ Date _____