

Real Estate Contract-to-Close Checklist

Prepared by The Star Closers | Florida Transaction Coordination Services

This **real estate contract-to-close checklist** helps agents track deadlines, documents, and milestones throughout the transaction process.

Contract Execution

- Executed purchase agreement received
- All addenda included
- Earnest money instructions confirmed
- Contact information for all parties verified

File Setup

- Transaction file opened and organized
- Required disclosures uploaded
- Brokerage compliance file started
- Key dates entered into transaction calendar

Important Deadlines

- Inspection period deadline tracked
- Financing contingency deadline tracked
- Appraisal ordered and scheduled
- Title work initiated

Communication & Coordination

- Title company introduced to all parties
- Lender contact confirmed
- Inspection scheduled and completed
- Repair negotiations documented

Pre-Closing Preparation

- Final walkthrough scheduled
- Closing date confirmed
- Closing disclosure reviewed
- All required signatures collected

Closing Day

- Final documents reviewed
- File submitted for brokerage compliance
- Closing confirmation received
- Transaction file archived

Transaction Coordination Support

The Star Closers provides professional **contract-to-close transaction coordination services across Florida**, helping real estate agents stay organized, compliant, and on schedule throughout every transaction.

From document management and deadline tracking to closing preparation, our team handles the details so agents can focus on serving their clients and growing their business.

Learn more or start your next transaction:

www.thestarclosers.com