

WASHINGTON · RESIDENTIAL TRANSACTION

Contract-to-closing checklist

37 steps from mutual acceptance through file completion.

01 Open and verify the file

- ☐ Save the final mutually accepted purchase and sale agreement with every incorporated addendum.
- ☐ Confirm the mutual-acceptance date and how the completed agreement was delivered.
CHECK THE SIGNED AGREEMENT
- ☐ Record the legal names and contact details of the buyer, seller and their representatives.
- ☐ Verify the property address and legal-description attachment, when one is required.
- ☐ Record the purchase price, closing date, possession terms and any sale contingency.
CHECK THE SIGNED AGREEMENT
- ☐ Create a place for later addenda, amendments, notices and material correspondence.
- ☐ Submit the transaction documents to the brokerage using its required process and timing.

02 Launch the transaction

- ☐ Open escrow or confirm that it has been opened; share the complete agreement with the closing agent.
- ☐ Build the transaction contact sheet: agents, coordinator, escrow or closing, lender and other named contacts.
- ☐ Identify the earnest-money amount, holder, form of payment and delivery deadline.
CHECK THE SIGNED AGREEMENT
- ☐ Obtain and retain confirmation that earnest money was delivered or deposited as required.
CHECK THE SIGNED AGREEMENT
- ☐ Send the agreement to the lender when authorized and confirm the financing process has started.
- ☐ Confirm the title or escrow order and the party responsible for each closing service.
CHECK THE SIGNED AGREEMENT
- ☐ Give the client a plain-language timeline and explain who will contact them next.

Track contingencies and notices

- ☐ List every contractual deadline, the triggering event, the responsible person and the required action.
CHECK THE SIGNED AGREEMENT
- ☐ Place confirmed deadlines and advance reminders on the responsible people's calendars.
- ☐ Track delivery and review of the seller disclosure when applicable.
CHECK THE SIGNED AGREEMENT
- ☐ Track inspection scheduling, access, response, negotiations and any resulting written agreement.
CHECK THE SIGNED AGREEMENT
- ☐ Track financing milestones, notices and lender requests required by the agreement.
CHECK THE SIGNED AGREEMENT
- ☐ Track appraisal ordering, access and resolution of any appraisal-related issue.
CHECK THE SIGNED AGREEMENT
- ☐ Track title-report delivery, review and any written objections or responses.
CHECK THE SIGNED AGREEMENT
- ☐ Track additional contingencies shown in the agreement, including sale-of-property, feasibility or association review.
CHECK THE SIGNED AGREEMENT
- ☐ When the parties sign a change, update the checklist and calendar from the written amendment.

Prepare for closing

- ☐ Review the file for unresolved contingencies, notices, signatures and promised documents.
- ☐ Reconfirm the contractual closing date and possession terms with the appropriate parties.
CHECK THE SIGNED AGREEMENT
- ☐ Confirm the client received closing instructions from a verified source; warn against acting on unexpected wiring changes.
- ☐ Schedule the final walkthrough if the agreement or the parties' plan calls for one.
CHECK THE SIGNED AGREEMENT
- ☐ Coordinate utilities, keys, access devices and possession details without promising possession before it is authorized.
- ☐ Route questions about settlement figures, lender documents, title or legal issues to the qualified party.
- ☐ Confirm signing arrangements and the closing agent's outstanding requirements.

Confirm and complete the file

- ☐ Obtain confirmation from the closing agent that closing has occurred before announcing completion or releasing access.
- ☐ Confirm possession and key delivery follow the written agreement.
- ☐ Collect the final closing statement and other completed transaction documents supplied to the brokerage.
- ☐ Save material transaction correspondence and required receipts with the transaction file.
- ☐ Complete the brokerage's file-review or compliance process and address requested corrections.
- ☐ Retain the transaction record through the brokerage's approved system and retention schedule.
- ☐ Send the client a closing confirmation and appropriate final practical information.

The signed agreement, written modifications and your brokerage's instructions control. DateHog does not provide legal advice.