

TRANSACTION CHECKLIST
Closing Worksheet

1 **Broker name** Badger MLS **Agent** Bill Lorge
2 Seller Name(s) _____
3 Buyer Name(s) _____
4 Buyer agency Yes No
5 Property Address _____

6 **Dates**
7 Date of closing _____ Time _____ Place _____
8 Reset date _____ Time _____ Place _____
9 Offer to Purchase amended for new closing date Yes No

10 Seller notified on _____ Reset on _____ Copy of closing statement mailed on _____
11 Buyer notified on _____ Reset on _____ Copy of closing statement mailed on _____
12 Buyer's attorney on _____ Reset on _____ Copy of closing statement mailed on _____
13 Seller's attorney on _____ Reset on _____ Copy of closing statement mailed on _____
14 Other broker on _____ Reset on _____ Copy of closing statement mailed on _____
15 Title company/lender on _____ Reset on _____ Copy of closing statement mailed on _____
16 Buyer notified to get insurance on _____
17 Notified to bring check (certified/cashier) in the amount of \$ _____ by _____ on _____

18 **Mortgage**
19 Seller mortgage Land contract payoff ordered on _____
20 from _____ by letter by phone Received _____
21 Seller mortgage assumption figures ordered on _____
22 from _____ by letter by phone Received _____
23 Deed for underlying land contract ordered on _____
24 from _____ by letter by phone Received _____

25 **Title**
26 Title policy Abstract delivered to _____ on _____
27 Title, etc. to be ordered by Lister Attorney
28 Name of title company _____ Date ordered _____ Date received _____
29 Special assessment letter Ordered from _____ on _____ Received on _____
30 Floodplain letter Ordered from _____ on _____ Received on _____
31 Survey Ordered from _____ on _____ Received on _____
32 Who is preparing transfer form and deed? _____ other closing documents? _____

33 **Commission**
34 Total commission _____ % or \$ _____
35 Listing \$ _____ Selling \$ _____
36 Listing co. Badger MLS Associate Bill Lorge Phone (608)245-1000
37 Selling co. _____ Associate _____ Phone _____
38 Referral Yes No Broker _____
39 Home warranty Yes No Paid for by Seller Buyer

40 **Utilities**
41 Safe water test/well inspection Ordered from _____ Received _____
42 Septic inspection Ordered from _____ Received _____
43 Water proration _____ Fuel oil credit _____
44 Sewer proration _____ Fuel company _____
45 From _____ Tank capacity _____ % full _____
46 To _____ Gallons @ _____
47 Paid _____ \$ _____ including tax
48 Penalty \$ _____ Delinquencies \$ _____
49 Final ordered on _____ Name changed

50 **Rental Data**

51 Apartment _____ Tenant name _____ Rent \$ _____ Security deposits _____
 52 Apartment _____ Tenant name _____ Rent \$ _____ Security deposits _____
 53 Apartment _____ Tenant name _____ Rent \$ _____ Security deposits _____
 54 Apartment _____ Tenant name _____ Rent \$ _____ Security deposits _____
 55 Rents and deposits held by _____ Prorate and transfer at closing Yes No
 56 Condominium/Homeowner's fees \$ _____ /month Arrears _____
 57 Paid to _____

58 **Rental weatherization** n/a Certificate of Compliance Stipulation Waiver

59 **Property Taxes**

60 Assessed value for _____ \$ _____
 61 Tax for _____ \$ _____ basis for proration on _____ days
 62 Outstanding or contemplated special assessments Yes No To be paid by seller/buyer _____

63 **Miscellaneous notes**

64 _____
 65 _____
 66 _____
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