

**Property Address:** \_\_\_\_\_

**Contract Date:** \_\_\_\_\_ **Expected Closing Date:** \_\_\_\_\_

**Gross Selling Price:** \_\_\_\_\_ **Concessions:** \_\_\_\_\_ **Net Selling Price:** \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Buying Agent: \_\_\_\_\_

Listing Office: \_\_\_\_\_

Buying Office: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

Attorney: \_\_\_\_\_

Attorney: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

Commission % : \_\_\_\_\_ Fixed Fee: \_\_\_\_\_

Commission % : \_\_\_\_\_ Fixed Fee: \_\_\_\_\_

Commission Amount: \_\_\_\_\_

Commission Amount: \_\_\_\_\_

Held in Escrow: \_\_\_\_\_

Held in Escrow: \_\_\_\_\_

Closing Check: \_\_\_\_\_

Closing Check: \_\_\_\_\_

Referral

Referral

Notes:

### **Closing Checklist**

#### If RE/MAX is the listing office

- Listing paperwork
- All Signed Disclosures
- Agency Disclosure
- Referral Form (if needed)
- Change Form (if needed)
- Purchase Contract and signed Disclosures
- Commission Statement
- Addendums (if needed)
- Commission Check
- Into Spreadsheet
- Into Calendar
- Closed in RE/MAX
- Commission check to files
- Commission check to QB

#### If RE/MAX is the selling office

- Purchase Contract
- All Signed Disclosures
- Agency Disclosure
- Escrow Check
- Escrow Check to files and QB
- Referral Form (if needed)
- Addendums (if needed)
- Commission Statement
- Commission Check
- Into Spreadsheet
- Into Calendar
- Commission check to files
- Commission check to QB
- Closed in REMAX