

Closing Worksheet

Property Address _____

People

Contract Status:	___ Primary	___ Backup 1	___ Backup 2		
People					
Role:	Name	Phone	Email	Company	Notes
Seller 1:					
Seller 2:					
Buyer 1:					
Buyer 2:					
Listing Agent:					
Listing Agent Assistant:					
Title/Escrow Officer:					
Buyer Agent Name:					
Buyer Agent Assistant:					
Loan Officer:					
Loan Officer Assistant:					
Appraiser:					
Inspector:					
Inspector:					
Inspector:					

Closing Worksheet

Dollars

Item:	Amount	Notes
Contract Price:		
Seller Concessions:		
Earnest Money:		
Home Warranty:		
Title Insurance:		
Appraisal Amount:		
Appraisal Gap Coverage:		
Financing Type:		
Estimated Seller Net:		

Dates

Event:	Deadline	Completed	Notes
Contract Date:			
Acceptance Date:			
Initial Buyer Walkthrough:			
Loan Application:			
Earnest Money Deposit:			
Inspection Period:			
Insp Reporting Period:			
Inspection Resolution:			
Seller Disclosure Delivery:			
Seller Disclosure Objection:			
Title Document Delivery:			
Title Review/Objection:			
HOA Document Delivery:			
HOA Document Objection:			
Appraisal:			
Appraisal Objection:			
Appraisal Resolution:			
Contingent Sale Update:			
Contingent Sale Closing:			
Loan Approval:			
Final Buyer Walkthrough:			
Closing:			
Buyers Possession:			

