

BUYER & SELLER CLOSING CHECKLIST

A Quick Guide to Staying on Track Before Closing



Buying or selling a home involves many steps, and as closing gets closer the details can add up quickly. This checklist outlines some of the most common items buyers and sellers should keep in mind to help ensure a smooth transaction.

FOR BUYERS

- Secure Financing
 - Work with your lender to complete the loan application, submit required documentation, and stay responsive to any additional requests during underwriting.
- Schedule Inspections
 - Complete any property inspections within the timeframe outlined in the purchase contract.
- Review Title Documents
 - Your title company will provide information about the property's title history and any items that may affect ownership. Review these documents and ask questions if anything is unclear.
- Obtain Insurance
 - Most lenders require homeowners insurance to be in place before closing.
- Final Walk-Through
 - Buyers typically perform a final walk-through shortly before closing to confirm the property is in the expected condition.
- Prepare for Closing Costs
 - Review your Closing Disclosure from the lender and be prepared to bring any required funds to closing.

FOR SELLERS

- Complete Agreed Repairs
 - If repairs were negotiated during the inspection period, make sure they are completed before closing.
- Provide Required Documents
 - Work with your agent and title company to provide any documents needed for the transaction.
- Pay Off Existing Loans
 - The title company will coordinate payoff statements for any mortgages or liens that need to be cleared at closing.
- Prepare the Property
 - Remove personal belongings, clean the home, and ensure any agreed items remain with the property.
- Arrange Moving Plans
 - Plan your move so the property is vacant by the possession date outlined in the contract.

Closing Day

At closing, both parties will sign the final documents required to complete the transaction. Once all paperwork is signed and funds are received, the title company records the new deed with the county and ownership officially transfers to the buyer.

Have Questions? We're Here to Help.

US Title Insurance is a trusted resource for Realtors, mortgage lenders, real estate investors, builders and developers across Utah. If you need guidance on a transaction or have questions about this topic, our escrow officers are ready to assist.