CONTRACT TO CLOSE

Buyer & Seller Guidance

Everything you and your clients need to stay on track from executed contract to closing day.

Buyer Checklist | Seller Checklist | Client Checklists | Inspections | Agent Responsibilities

STAY ON TRACK · FOR YOUR FILE

Buyer checklist

- Signed showing agreement on file
- Pre-approval or DU approval collected and confirmed
- RealScout search built and dialed in to actual criteria
- Offer submitted with all LPT compliance forms attached
- Escrow deposited within 3 days of effective date
- Inspection scheduled well before the deadline
- Condo rider / verification email sent, if applicable
- Association approval application submitted as soon as the offer is accepted, if applicable
- Appraisal ordered and contingency dates tracked
- Final walk-through completed before closing

STAY ON TRACK · FOR YOUR FILE

Seller checklist

- Seller's Property Disclosure completed and signed
- Listing photos, description, and MLS entry finalized
- HOA/condo docs requested and ready for buyers
- Every offer presented to the seller immediately upon receipt
- Open permits/violations addressed per contract policy
- HOA account current before closing (per Additional Terms)
- Repair/concession negotiations documented in FUB
- Closing date and any extensions confirmed with all parties
- Final walk-through coordinated with the buyer's agent

HAND THIS TO YOUR CLIENT

Checklist for your buyer

Share this with buyer clients so they know exactly what's expected of them along the way.

- Get pre-approved with a lender (or have proof of funds ready if paying cash)
- Sign your showing agreement before touring homes
- Review offer documents promptly — delays can cost you the home
- Deposit your earnest money within the timeframe stated in your contract
- Schedule your inspection right away once you're under contract
- Review your closing disclosure before your final walk-through
- Complete your final walk-through before closing
- Bring a valid photo ID to closing and be ready to sign

HAND THIS TO YOUR CLIENT

Checklist for your seller

Share this with seller clients so they know exactly what's expected of them along the way.

- Complete the Seller's Property Disclosure honestly and in full
- Have HOA/condo documents ready and available if applicable
- Keep the home ready to show on short notice
- Review every offer with your agent as soon as it comes in — don't sit on one
- Address any agreed-upon repairs before the final walk-through
- Have keys, garage remotes, and any codes ready for closing
- Coordinate the final walk-through with the buyer's agent
- Cancel or transfer utilities and homeowner's insurance around the closing date

Guiding clients through inspection findings

When a client sees something on the inspection report, help them separate what actually matters from what doesn't. Cosmetic issues — paint, minor wear, dated finishes — are things a seller is rarely willing to fix, and generally aren't worth fighting for.

Code, safety, electrical, structural, or roof issues are a different story. If something real turns up, your buyer generally has three options: negotiate a buyer concession at closing, ask the seller to fix the issue before closing, or back out during the inspection period if it's a dealbreaker.

Your job is to help them tell the difference between "annoying" and "actually a problem" — that's what keeps a deal together.

POLICY

Escrow, deadlines & cancellations

- A buyer's escrow becomes non-refundable after every contingency has cleared — or, if financing, at the loan commitment date if the loan is denied
- A buyer can pull out at any time during their due diligence period
- Always send a cancellation before the due diligence deadline if the seller hasn't agreed to terms — never risk your client's escrow money by letting the deadline pass
- If you extend a closing date, always communicate with the lender and confirm whether the loan commitment date needs to extend too
- Stay on top of every contingency date — mark them in your calendar; your TC will help, but you own this

Missed deadlines cost real money. When in doubt, send the cancellation and protect the deposit — you can always renegotiate.

Smart questions to ask the listing agent

Asking the right questions by property type shows your client you actually have their best interest at heart.

- Single-family: any known repairs, permits pulled, age of roof/AC/water heater, flood zone status
- Condo: warrantable status, reserve health, pending assessments, rental restrictions, inspection reports (Milestone/SIRS)
- Multi-family: current leases and terms, rent roll, tenant estoppels, unit-by-unit condition
- Land/lot: zoning, utilities availability, soil/perc test history, easements or access restrictions
- Commercial: current NOI, lease terms, CAM charges, zoning/use restrictions, environmental reports

The right question at the right moment is what separates an agent who's just showing homes from one who's actually protecting a client.

What's expected of you at the final walk-through

- Confirm the property's condition matches what was agreed to — nothing new broken, nothing missing that was included in the sale
- Verify any negotiated repairs were actually completed
- Test major systems and appliances that convey with the sale
- Bring the contract and repair addendum with you so you can check off exactly what was promised

The walk-through is the client's last chance to catch a problem before funds transfer — treat it with real attention, not as a formality.

BUYER SIDE

Responsibilities of a buyer's agent

- Understanding your buyer's real criteria — budget, must-haves, and deal-breakers — not just what's in the RealScout search
- Advising on price and offer strategy with real comps and data, not guesswork
- Scheduling and attending showings, and giving honest feedback on every property toured
- Reviewing every document with your buyer before they sign — disclosures, the contract, the condo rider, all of it
- Tracking every deadline on the file — inspection, appraisal, escrow — and keeping your buyer ahead of them, not behind
- Managing the file all the way through closing, with the same attention as the listing side

Your buyer is trusting you to protect their interests on the biggest purchase of their life — treat every step accordingly.

LISTING SIDE

Responsibilities of a seller's agent

- Marketing the property — professional photos, compelling listing description, proper MLS setup
- Price-guiding the seller with real data, not just what they want to hear
- Presenting every offer to the seller as soon as it's received — never sit on one
- Coordinating showings, feedback, and communication throughout the listing period
- Managing the file all the way through closing, with the same attention as the buyer side

Presenting offers immediately isn't optional — it's a fiduciary responsibility to your seller.