



## REAL ESTATE AGENT CHECKLIST

### Buyer's Agent

- ✓ **Contract.** Please submit the fully executed Contract along with any amendments.
- ✓ **Commission Agreement/Instructions to Closing Attorney.** Please submit in advance of Closing whenever possible.
- ✓ **Schedule the Closing.** Contact our office with your preferred date, time and location of Closing, and we will always do our best to accommodate.
- ✓ **Buyer Information.** Please have your client complete and submit the Buyer Information Sheet as early in the process as possible.
- ✓ **Title Insurance.** Obtaining title insurance at closing is imperative for protection of your Buyers real estate investment; please contact us if you or your Buyer(s) would like any further information on title insurance and what it covers.
- ✓ **Termite Inspection.** Submit the Termite Inspection Report (and any accompanying invoice) if one is required by the Contract.
- ✓ **Home Warranty.** Submit a copy of the invoice if a Home Warranty is required by the Contract.
- ✓ **Repair Invoices.** Submit any repair invoices that are to be paid at Closing.
- ✓ **ALTA Settlement Statement Review.** Verify that commission, earnest money, home warranty, repair, and/or termite inspection amounts are all correctly itemized accounted for.
- ✓ **Buyer'** Closing day (and it's never a bad idea for the Buyer to bring a checkbook to Closing as well, just in case



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## Seller's Agent

- ✓ **Homeowner/Condominium Association.** Submit company name and contact information along with any dues amounts, if any.
- ✓ **Seller Information.** Please have your client complete and submit the Seller Information Sheet as early in the process as possible.
- ✓ **Mortgage Payoff Information.** Please have your client complete and submit the Authorization to release payoff information as soon as possible.