the Transaction Coordinator Checklist

Every Task. Every Deadline. Every Deal. Never Miss a Step.

Contract to Close | Buyer Side | Seller Side | Deadlines | Post-Closing | Fill-In Trackers

NEVER MISS A DEADLINE AGAIN

Every real estate transaction has 50+ tasks, 20+ deadlines, and a dozen people who need to be coordinated. One missed deadline can kill a deal, cost you a commission, and damage your reputation. This checklist covers every step from executed contract to closing -- for BOTH buyer-side and seller-side transactions. Print it. Use it on every deal. Sleep better at night.

YOUR SYSTEM

Transaction Coordinator Checklist

SECTION 01

Contract Execution

Day 0: The deal is signed -- now the real work begins

DAY ZERO

Contract Execution Checklist

Immediately Upon Executed Contract

- ▯ Verify all signatures, initials, and dates are complete on all documents
- ▯ Confirm the correct legal names, property address, and contract price
- ▯ Calculate and note ALL critical deadlines: inspection, appraisal, financing, closing date
- ▯ Send fully executed contract to: buyer, seller, buyer's agent, seller's agent, lender, title company
- ▯ Confirm earnest money amount, deadline (usually 1-3 business days), and deposit instructions
- ▯ Open a transaction file (digital and/or physical) with all documents organized
- ▯ Send lender the executed contract + all addenda immediately
- ▯ Confirm title company / closing agent and order title search
- ▯ Set up calendar reminders for EVERY deadline (3 days before each)

THE GOLDEN RULE

Send the executed contract to the lender within 1 HOUR of execution. Not tomorrow. Not after lunch. The financing clock starts at contract execution, and every hour of delay is an hour less to close. This single habit prevents more closing delays than any other.

SECTION 02

Days 1-3

Immediate action items after contract execution

DAYS 1-3

Immediate Action Items

Buyer Side

- ▯ Earnest money deposited (confirm receipt with title company)
- ▯ Home inspection scheduled (within 5-7 days of contract)
- ▯ HOA documents requested (if applicable)
- ▯ Survey ordered (if required by lender or contract)
- ▯ Homeowner's insurance quote initiated (lender will require before closing)
- ▯ Verify buyer's lender has all required documentation to begin processing

Seller Side

- ▯ Confirm seller has received executed contract
- ▯ Verify showing instructions (continue showing until inspection period ends, or as agreed)
- ▯ Confirm any seller-required disclosures have been delivered
- ▯ Notify seller of upcoming inspection date and access requirements
- ▯ Confirm any tenant notification requirements (if occupied by tenant)

SECTION 03

Days 3-10

The inspection period

INSPECTION

Inspection Period Checklist

Home Inspection

 Inspector confirmed and scheduled
 Buyer attending inspection (recommended)
 Agent attending inspection
 Inspection report received and reviewed
 Repair request / amendment drafted (if applicable)
 Repair request delivered to seller/seller's agent within deadline
 Seller's response received
 Repair agreement executed or inspection contingency satisfied/waived
 Additional inspections ordered if needed: termite/WDO, mold, radon, sewer scope, pool, roof, structural

Florida-Specific (if applicable)

 Wind mitigation inspection ordered
 4-point inspection ordered (if home 20+ years)
 WDO (wood-destroying organism) inspection ordered
 Flood zone determination verified
 Condo/HOA questionnaire completed (if condo)
 Condo association approval application submitted (if required)

SECTION 04

Days 7-14

Appraisal and title

APPRAISAL

Appraisal & Title Checklist

Appraisal

- ▯ Lender has ordered appraisal
- ▯ Appraiser has access to property (coordinate with seller/listing agent)
- ▯ Provide appraiser with comparable sales and property upgrades list (buyer's agent)
- ▯ Appraisal report received
- ▯ Appraisal meets or exceeds contract price (if yes, proceed; if low, see options below)
- ▯ If low appraisal: negotiate price reduction / buyer covers gap / meet in the middle / order ROV
- ▯ Appraisal contingency satisfied or waived

Title

- ▯ Title search completed
- ▯ Title commitment / preliminary title report received and reviewed
- ▯ Any title issues identified and addressed (liens, judgments, encumbrances)
- ▯ Title insurance ordered (lender's and owner's)
- ▯ Payoff statement ordered for seller's existing mortgage

SECTION 05

Days 10–25

Loan processing and underwriting

UNDERWRITING

Underwriting & Processing Checklist

- ▯ Loan application fully submitted with all required documentation
- ▯ Credit re-verification (if needed)
- ▯ Employment / income verification completed
- ▯ Bank statements and asset verification completed
- ▯ Conditional approval received from underwriting
- ▯ All underwriting conditions addressed and submitted (respond within 24 hours!)
- ▯ Homeowner's insurance binder submitted to lender (must be received before clear to close)
- ▯ Flood insurance ordered (if in flood zone)
- ▯ Final underwriting review completed
- ▯ CLEAR TO CLOSE issued by lender

CRITICAL

When the lender sends conditions, the buyer (and agent) must respond within 24 HOURS. Every day of delay pushes the closing date. If the buyer is slow with a document, the agent calls them: 'I need this today to keep us on track for closing on [date]. Can you send it in the next 2 hours?'

SECTION 06

Days 25-30

Clear to close through closing prep

ALMOST THERE

Clear to Close Checklist

- ▯ Clear to close confirmed by lender
- ▯ Closing Disclosure (CD) sent to buyer at least 3 business days before closing (TRID requirement)
- ▯ Buyer reviews CD and compares to original Loan Estimate (flag any discrepancies)
- ▯ Agent reviews CD for accuracy (sale price, credits, prorations, commissions)
- ▯ Closing date, time, and location confirmed with all parties
- ▯ Wire instructions sent to buyer (verify via phone -- wire fraud is real)
- ▯ Final settlement statement / seller net sheet reviewed by seller
- ▯ Buyer's final walkthrough scheduled (24-48 hours before closing)
- ▯ All parties confirmed for closing attendance (or remote signing arranged)

WIRE FRAUD WARNING

Wire fraud is one of the fastest-growing crimes in real estate. ALWAYS verify wire instructions by phone using a number you've independently confirmed (not one from an email). If wire instructions change at the last minute, STOP and call the title company directly. Never send funds based solely on email instructions.

SECTION 07

Days 28-35

Final walkthrough and closing day

CLOSING TIME

Final Walkthrough & Closing Checklist

Final Walkthrough

- ▯ Property is in same condition as when offer was made
- ▯ All agreed-upon repairs have been completed (with receipts/documentation)
- ▯ All included items are present (appliances, fixtures, window treatments per contract)
- ▯ All systems functioning: HVAC, water heater, plumbing, electrical, garage door
- ▯ No new damage or unauthorized changes
- ▯ Property is clean and personal items are removed (seller)
- ▯ All keys, remotes, codes present

Closing Day

- ▯ Buyer brings: government-issued ID, cashier's check or wire confirmation, proof of insurance
- ▯ Seller brings: government-issued ID, all keys/remotes/codes, forwarding address
- ▯ All documents signed by all parties
- ▯ Funds disbursed (same day or next business day depending on state)
- ▯ Deed recorded with county
- ▯ Keys transferred to buyer
- ▯ CELEBRATE!

SECTION 08

Post-Closing

Wrap up and set up for referrals

WRAP UP

Post-Closing Checklist

- ▯ Transaction file complete and archived (all documents, correspondence, disclosures)
- ▯ Commission received and verified
- ▯ Client added to post-close nurture sequence in CRM
- ▯ Thank-you card or closing gift sent within 48 hours
- ▯ Google / Zillow review requested (send a direct link to make it easy)
- ▯ Referral request made: 'Do you know anyone else thinking about buying or selling?'
- ▯ Social media post celebrating the close (with client permission)
- ▯ Update MLS listing to 'sold' with final sale price
- ▯ 30-day check-in call scheduled: 'How's the new home? Need any contractor recommendations?'
- ▯ Anniversary reminder set in CRM (annual home purchase anniversary card/gift)

THE FORTUNE IS IN THE FOLLOW-UP

The transaction doesn't end at closing -- it's the BEGINNING of a referral relationship. The agents who follow up post-close, send anniversary cards, and check in quarterly generate 2-3x more referrals than agents who disappear after the commission check clears. Set it up in your CRM now and let the system run for you.

BONUS 01

Buyer Transaction Checklist (Fill-In)

Print one for every buyer deal

BUYER DEAL

Buyer Transaction Master Checklist

Property Address: ____________________

Buyer Name(s): ____________________

Contract Price: ____________________

Contract Date: ____________________

Closing Date: ____________________

Key Deadlines

Earnest money due: ____________________

Inspection deadline: ____________________

Appraisal deadline: ____________________

Financing contingency deadline: ____________________

Closing date: ____________________

Key Contacts

Buyer's Lender: ____________________

Listing Agent: ____________________

Title Company: ____________________

Home Inspector: ____________________

Insurance Agent: ____________________

BONUS 02

Seller Transaction Checklist (Fill-In)

Print one for every listing

SELLER DEAL

Seller Transaction Master Checklist

Property Address: ______________________________

Seller Name(s): ______________________________

Contract Price: ______________________________

Contract Date: ______________________________

Closing Date: ______________________________

Key Deadlines

Inspection deadline: ______________________________

Repair negotiation deadline: ______________________________

Appraisal deadline: ______________________________

Financing contingency deadline: ______________________________

Closing date: ______________________________

Key Contacts

Buyer's Agent: ______________________________

Buyer's Lender: ______________________________

Title Company: ______________________________

Seller's Attorney (if applicable): ______________________________

ONE CHECKLIST PER DEAL

Print a fresh copy of this checklist for every transaction. Check off items as they're completed. Store it in the transaction file. At any point during the deal, you should be able to glance at this checklist and know exactly where you stand. No surprises. No missed deadlines. Just smooth closings.