CLOSING CHECKLIST

Timely status changes make the market work! It is important for you and your clients to have accurate listing information. Per REcolorado rules and regulations, a status change must be made within 3 business days.

Use this checklist, along with the tips below, to gather the information you need at closing to quickly complete the status change. When moving your listing to Closed status, you'll be asked for the following information; all required fields are indicated with an asterisk:

- ☐ Listing ID or Address* ______________________
- ☐ Close Price* ______________________
- ☐ Closing Date* ______________________
- ☐ Buyer Financing*
  - ☐ Assumed
  - ☐ Cash
  - ☐ Conventional
  - ☐ Exchange
  - ☐ FHA
  - ☐ Private
  - ☐ Seller Financing
  - ☐ USDA
  - ☐ VA
  - ☐ Wrap Around
- ☐ Buyer Agent Name or ID* ______________________
- ☐ Co-Buyer Agent Name or ID ______________________
- ☐ Concessions*
  - ☐ Closing Costs/Seller Points Paid (Amount): $__________
  - ☐ Buyer Credit/Incentives (Amount): $__________
  - ☐ Prepaid Items (Amount): $__________
  - ☐ Down Payment Assistance (Amount): $__________
  - ☐ Rent Reduction (Amount): $__________
  - ☐ Security Deposit Waived (Amount): $__________
  - ☐ Loan Origination Fees (Amount): $__________
  - ☐ Any other Buyer.Tenant Fee, Cash, Cost, Charge, or Expeniture (Amount): $__________
- ☐ Total Concessions* (If none, then 0) ______________________
- ☐ Closing Comments ______________________

CLOSING TIPS

- Bring this form to closing and complete it as you go.
- Submit the completed form to your admin staff to update the listing to Closed status.
- If you close your own listings, use this form to update them without waiting for title paperwork.
- Access REcolorado Matrix on your phone or laptop to close listings in real time.
- Need help? Call REcolorado Customer Success at 303.850.9576, option 1, with your form details.