

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* _____

Close Date* _____

Comission Modified* Increase Decrease N/A

Buyer Financing* Assumed FHA USDA
 Cash Private VA
 Conventional Seller Financing Wrap Around
 Exchange

Buyer Agent Name or ID* _____

Co-Buyer Agent Name or ID _____

Concessions* Buyer Closing Costs/Seller Points Paid Other
 Buyer Credit/Incentives Personal Property
 Cash Seller Down Payment Assistance
 No

Concessions Amount* (If none, then 0) _____

Closing Comments _____

CLOSING TIPS

- Bring this form with you to closing and complete the fields as you go!
- Provide the completed form right away to your admin staff. They can use the information to move your listing to Closed status.
- If you're able to close your own listings, reference this form later without having to wait for title paperwork. So you don't have to wait, access REcolorado Matrix from your mobile phone or laptop to close your listings in real time.
- Contact REcolorado Customer Care at 303.850.9576, option 1, and provide them with the information on the form. We will be happy to assist in closing your property in a timely manner.