

McLain & Merritt, P.C.

Real Estate Division

Agent Checklist

Before Closing:

- Confirm the date and time of the closing and at which office it will occur.
- Provide pre-closer with all requested information.
- Assist with collecting necessary information from your client.

At Closing:

- Original signed contract and all addendums
- Original termite letter
- Septic letter, if applicable
- Copy of any receipts
- Keys and garage opener
- Home Warranty confirmation, if applicable.
- Business cards