

# Closing Checklist

Timely status changes make the market work! Accurate listing information is essential for you and your clients. Per RESides rules and regulations, a status change must occur within three business days.

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



|                                                                |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Listing ID or Address*                |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Close Price*                          |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Close Date*                           |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Commission Modified*                  | <input type="checkbox"/> Increase                                                                                                                                                   | <input type="checkbox"/> Decrease                                                                                                       | <input type="checkbox"/> N/A                                                                         |
| <input type="checkbox"/> Buyer Financing*                      | <input type="checkbox"/> Assumed<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Conventional<br><input type="checkbox"/> Exchange                                     | <input type="checkbox"/> FHA<br><input type="checkbox"/> Private<br><input type="checkbox"/> Seller Financing                           | <input type="checkbox"/> USDA<br><input type="checkbox"/> VA<br><input type="checkbox"/> Wrap Around |
| <input type="checkbox"/> Buyer Agent Name or ID*               |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Co-Buyer Agent Name or ID             |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Concessions*                          | <input type="checkbox"/> Buyer Closing Costs/Seller Points Paid<br><input type="checkbox"/> Buyer Credit/Incentives<br><input type="checkbox"/> Cash<br><input type="checkbox"/> No | <input type="checkbox"/> Other<br><input type="checkbox"/> Personal Property<br><input type="checkbox"/> Seller Down Payment Assistance |                                                                                                      |
| <input type="checkbox"/> Concessions Amount* (If none, then 0) |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |
| <input type="checkbox"/> Closing Comments                      |                                                                                                                                                                                     |                                                                                                                                         |                                                                                                      |

## Closing Tips

- Bring this form 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.
- You can close your listings and reference this form or provide this form to your office administrator without waiting for title paperwork by accessing RESides Matrix from your mobile phone or laptop to close your listings quickly and easily.