

Closing File Checklist

Please give closing file to Support person immediately after closing.
The following must be in closing file in order to receive payment:

These needed forms should be on the top of the file, and fastened into the file folder with a two prong fastener.

- 1) Copy of sold listing
- 2) Copy of binder with buyer and seller name clearly written
- 3) Copy of commission statement
- 4) Copy of bank deposit receipt from commission deposit .
- 5) Fully executed lead disclosure if applicable
- 6) ADF fully executed.
- 7) Mark as closed in Voyager