

Pre-Closing Property Tour Checklist

Date: **[Insert Date]**

To: **[Insert Recipient's Name]**

Address: **[Insert Property Address]**

Dear [Recipient's Name],

As we prepare for the upcoming closing of your property, please find below a list of essential items to review during the pre-closing property tour:

- Verify all appliances are in working condition.
- Check for any damages to walls, floors, and ceilings.
- Inspect windows and doors for proper functionality.
- Ensure all plumbing fixtures are operational with no leaks.
- Test heating and cooling systems for effectiveness.
- Review landscape and exterior condition.
- Confirm that all agreed-upon repairs have been completed.
- Examine electrical systems and outlets.
- Ensure all keys and access devices are provided.
- Look for any remaining personal items that should be removed.

If you have any questions or concerns regarding the property or the closing process, please feel free to reach out.

Best regards,

[Your Name]

[Your Contact Information]