

Pre-Closing Checklist for Clients

Dear [Client's Name],

As we approach the closing date for your new home, please review the following checklist to ensure a smooth process:

Pre-Closing Checklist

- Confirm closing date and time with all parties involved.
- Review the closing disclosure and ensure all details are accurate.
- Secure homeowners insurance and provide proof to the lender.
- Schedule a final walkthrough of the property.
- Prepare necessary funds for closing costs, such as cashier's check or wire transfer.
- Gather required identification and documents for closing.
- Contact utility companies to set up service in your name.
- Review moving plans and confirm moving company if applicable.

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Realty Company]