



## Closing Deliverables Checklist\*

Items to be provided to Settlement Agent (Buyer's Attorney/Title Company)  
Copy sent to Seller's Attorney/Title Company

*\*Note: This is a checklist of items needed after a transaction has been put together (i.e. after the Purchase and Sale Agreement). There are separate items you will need to gather for a seller (like a listing agreement) or a buyer (like a lender preapproval) before you can put the deal together and get it locked in with the contract.*

### Agent Commission Statement (from each agent)

**Due to us:** Statement due 1 week before closing

- ◆ Whether based on the gross price (total purchase amount) or whether it's based on the net price (purchase price minus seller credits)
- ◆ Where to send payment
- ◆ Net funding against deposits held is assumed
- ◆ If compensation from seller and buyer, MUST clearly indicate amounts from each

**Note:** if buyer is paying any commission amounts, let the Settlement Agent know as soon as possible! It is always best when this amount can be included on the buyer's loan estimate from the lender, so it doesn't swing the cash to close amount later.

### Smoke Detector Certificate

Book an inspection

**Due to us:** Certificate due 1 week before closing

- ◆ From the local fire department

**Note:** Certificates are generally valid for 2 months in MA and 4 months in RI, so don't wait until the end!!! If it doesn't pass inspection (e.g. needs new detectors) or there is a scheduling issue with the department, you don't want to risk postponing closing!

## Tenant Rental Information (if multi-family property)

Either a written lease/rental agreement

And/or a “tenant estoppel certificate” (also known as a “confirmation of rental terms”)

- ◆ We have a sample form available for your use, or you can use a Realtor form
- ◆ Purchase and Sale agreements generally provide that rents will be assumed current and adjusted accordingly. If unique circumstances, contact your attorney for advice or contract amendments.

## Fuel Adjustment (for heating oil or propane)

Request reading from the fuel company

**Due to us:** Final letter circulated at 3 - 10 days before closing

- ◆ Compny provides credit amount (fuel amount multiplied by market rate) on their letter-head

## Resale Certificate (if a condominium unit)

Order from the condominium management company or condominium association

**Due to us:** Certificate due 1 week before closing

- ◆ Sometimes known in MA as the “6(d) Certificate”
- ◆ Tip: If the monthly fees are paid in advance for the next month... Most associations will make the certificate valid through the end of that next month. Use this to avoid issues for closing scheduled at the end of the month!

## Final water meter reading (if public water supply)

**Due to us:** Legible photo of current water meter gauge, 3 - 10 days before closing

- ◆ Most cities/towns only require submission of the current meter reading
- ◆ A few require the department to verify the amount themselves

## MA Title V Septic Inspection Report

Taken within 2 years prior to closing

**Due to us:** Provide copy as soon as available

- ◆ Must show a “pass” or “conditional pass” with seller performing repairs