



# Closing Service Report

Prepared for Gus Garcia

3506 109th St Ct NW, Gig Harbor, WA, 98332

Prepared by Mike Esteb

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## Contents

This Closing service report is organized into the following sections:

- 1** Services Performed
- 2** Summary Remarks

Prepared by Mike Esteb

Keller Williams Realty  
<http://www.GigHarborProperty.com>



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## Introductory comments

The enclosed report includes all of the activities completed up to this date in finalizing your real estate transaction.

Date	Activity/Showing	Description/Cash expenses
2014-04-07	Check for all signatures on contract	
2014-04-08	Change status in the MLS/KWLS-STI	
2014-04-08	Send over copy of paperwork to escrow company to open escrow	
2014-04-08	Order Title (if not already ordered)	
2014-04-08	Copy of Earnest Money Check and Receipt	
2014-04-09	Add sale to office board	
2014-04-09	Call coop agent and introduce as assistant	
2014-04-09	Turn in contract and all other forms needed to office	
2014-04-10	Get pre-approval letter from lender and get copy to client	

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2014-04-10	Order Asbuilt (if not already in file)	
2014-04-17	Get copy of inspection for file	
2014-04-17	Disbursement Authorization Form-faxed to escrow	
2014-04-17	Onsite septic inspection request by client	
2014-04-21	Change listing status to pending	
2014-04-22	Check to make sure appraisal ordered by lender	
2014-04-24	Verify O&M inspection uploaded to county	
2014-04-24	RSS application mailed to TPCHD	Client filled out and submitted online.
2014-04-28	Make sure all repairs are completed	
2014-05-02	E-mail RSS to selling agent	
2014-05-05	Get clients' new address & add to TP7i	
2014-05-05	Call escrow & make sure clients have an appointment to sign docs	
2014-05-05	E-mail RSS to Escrow	
2014-05-07	HUD to Mike for review	

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2014-05-10	Show listing as SOLD in all marketing sources
2014-05-12	Copy of HUD statement in client file
2014-05-12	Prepare closing file
2014-05-12	Change status to SOLD in MLS
2014-05-12	Remove sign & lockbox
2014-05-12	HUD statement in HUD file
2014-05-14	Make sure home shows as SOLD on GHRE.com
2014-05-23	Send out survey

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## Summary remarks

I will continue to provide you with further reports up to and including the completion date. Should you have any questions or concerns please call me at your convenience.

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## Questions...

If you have any questions or concerns, please don't hesitate to call me.



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