

Florida listing-to-closing checklist.

A practical reference to keep the contract, contacts and closing details organized. Use it alongside the actual agreement and your brokerage's procedures.

Before the contract.

- ☐ Confirm seller names and how title is currently held.
- ☐ Gather known mortgage, HOA or condominium contact details.
- ☐ Identify any available prior title policy or survey.
- ☐ Flag ownership or signing questions for the appropriate professional.

Once the agreement is signed.

- ☐ Organize the executed contract and all addenda.
- ☐ Create one list of parties, agents, lender and counsel.
- ☐ Confirm key dates and the escrow holder.
- ☐ Ask Trinity for the approved document-delivery channel.

As closing approaches.

- ☐ Share amendments, financing changes and schedule changes.
- ☐ Help coordinate outstanding document requests.
- ☐ Confirm signing arrangements with the closing team.
- ☐ Remind the client to independently verify wire instructions.

General preparation guidance. Follow your contract and transaction-specific instructions. Consult the appropriate professional for legal, tax or coverage questions. Do not send bank details or confidential records through general website inquiries.