

Closing Checklist

Business Name _____ Client # _____
 Date Opened _____ Date Closed _____
 Buyer(s) _____
 Closing Attorney(s) _____
 Closing Time / location _____

Documents

	REQUIRED	ACCOMPLISHED
Escrow Authorization:	<input type="checkbox"/>	<input type="checkbox"/>
Limited Standard Fee Schedule:	<input type="checkbox"/>	<input type="checkbox"/>
Escrow Information Fee Schedule:	<input type="checkbox"/>	<input type="checkbox"/>
Mutual Release:	<input type="checkbox"/>	<input type="checkbox"/>
Escrow Instructions:	<input type="checkbox"/>	<input type="checkbox"/>
Closing Statement:	<input type="checkbox"/>	<input type="checkbox"/>
Bill of Sale:	<input type="checkbox"/>	<input type="checkbox"/>
Promissory Note:	<input type="checkbox"/>	<input type="checkbox"/>
Security Agreement:	<input type="checkbox"/>	<input type="checkbox"/>
Bulk Transfer Statement:	<input type="checkbox"/>	<input type="checkbox"/>
Addendum to Escrow Instructions:	<input type="checkbox"/>	<input type="checkbox"/>
UCC-1:	<input type="checkbox"/>	<input type="checkbox"/>
Disclaimer:	<input type="checkbox"/>	<input type="checkbox"/>
Covenant Not to Compete:	<input type="checkbox"/>	<input type="checkbox"/>
Release of Escrow:	<input type="checkbox"/>	<input type="checkbox"/>
Buyer's Assumption of Liability:	<input type="checkbox"/>	<input type="checkbox"/>
Consent to Sale & Assumption of Obligation:	<input type="checkbox"/>	<input type="checkbox"/>
Creditor's Statement of Account:	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Resolution:	<input type="checkbox"/>	<input type="checkbox"/>
Equipment & Fixture List ("Exhibit A"):	<input type="checkbox"/>	<input type="checkbox"/>
UCC-1 Statewide Lien Search:	<input type="checkbox"/>	<input type="checkbox"/>
Tax, Lien, Judgment Search	<input type="checkbox"/>	<input type="checkbox"/>