

LJ Realty Team

127-03 Rockaway Blvd

South Ozone Park, NY 11420

(516) 218-1261

Closing Checklist

LJ Agent Name: _____

Client Name(s): _____

Property Address: _____

Type Of Property:

____ 1-4 Residential Units

____ Commercial (Mixed used is considered commercial)

Representation: ____ Buyer ____ Seller Dual ____

Is this an Office Lead: ____ Yes ____ No

Provide copies of:

____ Agency Disclosures

____ Anti-Discrimination Disclosure

____ Deal Sheet

____ Fully Executed Contract

____ Closing Disclosure (CD)

____ Written Agreement

Buyer Agent – Right to Represent Agreement

Or Listing Agent – Exclusive Right to Sell

Total Commission Amount: \$ _____

Your Commission Amount: \$ _____

Your Commission Level: _____