Close-Out Checklist
Please Date and Initial

_____ 1. Close in Passport/MLS

_____ 2. Write on RE/MAX Report

_____ 3. Close in Agent 2000 and Realty Juggler
(Categorize as Sundance Ranch, Client Party, etc…)

_____ 4. Launch Plan for Letters

_____ 5. Close in WEBSITES: □ shanetwhiteteam.com

_____ 6. Make copy of closing statement for tax letters

_____ 7. Send Broker Survey

_____ 8. Remove listing sheet from Listing Book

_____ 9. Scan, Re-Label, and File