FREE RESOURCE

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Buyer side checklist: offer to closing

For Ontario buyer agents. From the first offer to a complete closing file.

01 Before the offer

- [ ] RECO Information Guide given and explained before services
- [ ] Buyer representation agreement signed, with term and scope confirmed
- [ ] Property details checked against the listing and title records

02 The offer

- [ ] Full legal names of every buyer
- [ ] Price, deposit amount, deposit holder and due time
- [ ] Irrevocable, completion and condition dates
- [ ] Inclusions, exclusions and rented equipment checked against the listing
- [ ] Schedules and clauses from your brokerage's approved wording

03 Accepted

- [ ] Every signature and initial is in, with all schedules attached
- [ ] Date and time of acceptance recorded from the signed agreement itself
- [ ] Deposit delivered on time and the receipt confirmed by the deposit holder
- [ ] Signed copies sent to the right people, through the channel your brokerage approves
- [ ] Deal submitted to your brokerage with all required documents

04 Conditions and firm

- [ ] Each condition turned into one calendar date and time
- [ ] Reminders set before each deadline
- [ ] Inspection, financing and any condo status certificate back in time
- [ ] Waiver or notice of fulfillment signed and delivered before the deadline
- [ ] Buyer next-steps email: lawyer, mortgage, insurance, utilities and movers

05 Closing

- [ ] Lawyer details verified, then the lawyer package sent
- [ ] Any visits allowed by the agreement scheduled
- [ ] Outstanding documents tracked until closing
- [ ] Closing file complete: final documents, deposit receipt and closing notes

General admin checklist only, not legal advice. Your brokerage’s process and your Broker of Record come first.

Want this handled for you?
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