

# CLOSING CHECKLIST



ALL PAPERWORK MUST BE COMPLETE & APPROVED BY THE BROKER IN PAPERLESS PIPELINE.

INCOMPLETE PAPERWORK WILL DELAY YOUR COMMISSION PAYMENT

**DO NOT SEND THIS CHECKLIST TO THE PIPELINE**

PROPERTY ADDRESS: \_\_\_\_\_ DATE CLOSED: \_\_\_\_\_

MLS #: \_\_\_\_\_ EARNEST MONEY **DEPOSITED WITH BENCHMARK**: \$ \_\_\_\_\_

IS THIS IS A BENCHMARK LISTING:  YES  NO

YOUR NAME: \_\_\_\_\_ Which Benchmark office are you with?  
 Cool Springs  Midtown  Murfreesboro

Name of Non-Benchmark agent  
on the other side of  
transaction: \_\_\_\_\_

Name of  
Their Company: \_\_\_\_\_

Do NOT send Thank You Letter

**DO NOT SEND THIS CHECKLIST TO THE PIPELINE**

**DISTRIBUTE DOCUMENTS AS DESCRIBED BELOW:**

Send these 3 items to the admin **at the office where the check from the title company will be arriving.**

Cool Springs: [dbrown@benchmarkrealtyn.com](mailto:dbrown@benchmarkrealtyn.com); Murfreesboro: [jgray@benchmarkrealtyn.com](mailto:jgray@benchmarkrealtyn.com); Midtown: [marks@benchmarkrealtyn.com](mailto:marks@benchmarkrealtyn.com)

- Original Check from Title Company
- Copy of that Check
- This Checklist

Send these 3 items to Paperless Pipeline - [4408-10533-1265@docs.paperlesspipeline.com](mailto:4408-10533-1265@docs.paperlesspipeline.com)

- Settlement Statement (all pages)
- Acknowledgement of Settlement Statement (Signature Pages)
- Seller's Final Property Condition Disclosure (If not applicable, check here: )

**++ OUTBOUND REFERRAL FEES SHOULD BE PAID BY THE TITLE COMPANY AT CLOSING. ++**

Final Sales Price: \$ \_\_\_\_\_

Gross Commission paid to Benchmark: \$ \_\_\_\_\_

## CHECK ONE:

- Direct Deposit Commission
- Issue Commission in Check Form

## Special Instructions:

(Internal Split Info must be noted in this Area)

Do Not Write In This Area.

\*\*\*OFFICE USE ONLY - AGENTS, PLEASE DO NOT WRITE BELOW THIS LINE\*\*\*

Broker Reviewed \_\_\_\_\_ Thank You Letter \_\_\_\_\_ Pipeline \_\_\_\_\_ BRAT \_\_\_\_\_