



## CLOSING CHECKLIST

At the various stages in this transaction, we will need to ensure we have all of the following documents and procedures followed in order to protect you.

### UNDER CONTRACT

- Signed Purchase and Sale Agreement signed and agreed by the Buyer and the Seller
- Confirm that a Documentation Agent has been hired and an Abstract of Title has been ordered
- Confirm that a Surveyor has been hired and give this information to your Broker
- Confirm the dates of the Survey and Trial Run

### ACCEPTANCE OF VESSEL (AOV)

- Signed Acceptance of Vessel
- Schedule repairs stated in AOV.
- Contact your Documentation Agent to ensure they have all the documents they need for closing
- Determine Sale Tax with your Closing Agent
- Once repairs are complete, notify [dd@detailsdetails.us.com](mailto:dd@detailsdetails.us.com) and let them know you approve repairs on AOV
- Send Final Funds to Escrow Account
- Complete Buyer Closing Preparation Documents
- If you are doing a tax exemption, make sure the original removal affidavit gets to our office prior to closing

### **We can only proceed to CLOSING if:**

- The Documentation Agent gives the green light that she has all the paperwork she needs such as an original Bill of Sale signed by the Sellers, original titles or deletions.
- We have confirmation that any repairs on your acceptance of vessel have been completed to your satisfaction and the signed Proceed to Close paperwork
- All the closing preparation paperwork has been signed.

Clear funds are in our escrow account.

**After Closing**

Closing announcement

Running Package

Removal Affidavit and Decal Instructions (if applicable)

Talk to your broker about handover



**DETAILSDETAILS**