

Aurora Property Closing Checklist

Requirements checked 2026-10-11 | Match tasks to your property and contract.

Track Aurora open-account clearance, water readings, transfer stamps, rental questions, and applicable new-construction fees through possession.

Property: _____ Closing date: _____

Coordinator: _____ Buyer / seller: _____

Use as a coordination worksheet. Official requirements and contract terms control. Confirm conditional tasks with your closing team; checking a box does not establish legal approval. The full guide explains exceptions and cost examples.

BEFORE CONTRACT

☐ Confirm Aurora jurisdiction, county, and all parcels

Recommended: Aurora conveyances can involve different county recorders. Use parcel facts rather than the mailing address alone.

Who: Buyer and seller with title company | When: Before selecting municipal forms and recording office

Complete with: Confirmed municipality, county, legal description, and parcel list [1]

Completed / not applicable: _____ Notes: _____

☐ Define ownership, occupancy, and financing plans

Recommended: disclose rental, renovation, owner occupancy, and any entity or trust arrangement.

Who: Buyer, attorney, and lender | When: Before structuring the purchase

Complete with: Approved purchaser name, intended use, and signing-authority plan

Completed / not applicable: _____ Notes: _____

UNDER CONTRACT

☐ Assign the seller-side municipal contact and deadlines

City procedure requires the seller or seller agent to initiate the SOA. Track contract dates separately from municipal processing.

Who: Seller, agent, attorney, and closing coordinator | When: Immediately after execution

Complete with: Named SOA applicant, payment contact, and closing calendar [2]

Completed / not applicable: _____ Notes: _____

☐ Review title requirements and obtain payoff information

Recommended: investigate mortgages, liens, ownership inconsistencies, and absent signers early.

Who: Seller, attorneys, and title company | When: As the title commitment becomes available

Complete with: Assigned title requirements, payoff contacts, and authority documents

Completed / not applicable: _____ Notes: _____

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UNDER CONTRACT

☐ **Review occupied-property and association records**

Contract-dependent: establish actual obligations and distinguish included parking or other property interests.

Who: Buyer and attorney with seller or manager | When: Within the contract review period, if applicable

Complete with: Leases, ledger, deposits, association materials, and possession terms

Completed / not applicable: _____ Notes: _____

☐ **Confirm rental licensing and ownership-change instructions**

Conditional City program: obtain the actual registration, inspection, and renewal schedule for the new owner; a transfer stamp does not complete it.

Who: Buyer or property manager with Property Standards | When: During review of a rental or multi-unit acquisition

Complete with: Current license records, inspection findings, and City instructions [3]

Completed / not applicable: _____ Notes: _____

☐ **Identify new-construction impact-fee questions**

Conditional City requirement: school developmental impact fees may apply. Determine the actual treatment and contract allocation.

Who: Buyer, builder or seller, attorney, and City staff | When: Before accepting the closing-cost budget for a new home

Complete with: Applicability determination and fee calculation or written explanation [4]

Completed / not applicable: _____ Notes: _____

INSPECTIONS AND REPAIRS

☐ **Inspect the property and investigate inaccessible areas**

Recommended: record condition concerns and seek specialist review or written extensions where needed.

Who: Buyer and selected inspectors | When: Before the inspection deadline

Complete with: Inspection reports and documented follow-up decisions

Completed / not applicable: _____ Notes: _____

☐ **Check permit history, allowed use, and outstanding work**

Recommended: compare visible work and occupancy with records; a municipal account statement does not establish physical condition or authorized use.

Who: Buyer, attorney, seller, and relevant City department | When: Before relying on repair scope or rental unit count

Complete with: Available permit records and written responses to discrepancies

Completed / not applicable: _____ Notes: _____

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INSPECTIONS AND REPAIRS

☐ Agree on repairs, completion evidence, and access

Contract-dependent: separate elective improvements from required corrections and give material condition changes to the lender.

Who: Parties, attorneys, and contractors | When: Within contract deadlines and before funding approval

Complete with: Written scope, bids, required approvals, and completion dates

Completed / not applicable: _____ Notes: _____

MUNICIPAL CLEARANCE

☐ Submit the seller or agent SOA request

City requirement: initiate the Statement of Open Accounts through the published channel. Allow additional planning time where practical.

Who: Seller or authorized seller agent | When: At least 5 business days before closing per main City instructions

Complete with: Submitted current request form and delivery confirmation [4]

Completed / not applicable: _____ Notes: _____

☐ Coordinate the final water reading

City requirement: contact Water Billing for final water and account-clearance steps. Match the actual closing and stamp-purchase schedule.

Who: Seller or assigned agent with Water Billing | When: With the SOA process; confirm dates before closing

Complete with: Reading arrangement and City-confirmed final amount [4]

Completed / not applicable: _____ Notes: _____

☐ Review the issued statement and investigate charges

City statement may include municipal obligations beyond utilities. Compare receipts, notices, and assistance-loan records when applicable.

Who: Seller, attorney, and closing agent | When: Immediately when the SOA is ready

Complete with: SOA with each amount explained and assigned for payment [4]

Completed / not applicable: _____ Notes: _____

☐ Pay required City balances and obtain clearance evidence

City requirement: resolve applicable water/sewer, fines, loans, invoices, and liens identified for the transaction.

Who: Seller or agreed payor with City staff | When: Before taxable or exempt stamp issuance

Complete with: Accepted payment evidence and confirmation balances are cleared [4]

Completed / not applicable: _____ Notes: _____

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MUNICIPAL CLEARANCE

☐ **Update the City when dates or consideration change**

City guidance: statements are time-sensitive; delays can trigger review. Recheck applicable new-construction impact fees after price changes.

Who: Assigned applicant with seller, attorney, and City staff | When: Immediately after a closing delay or price amendment

Complete with: Revised SOA instructions, current figures, and amended documents [2]

Completed / not applicable: _____ Notes: _____

☐ **Complete transfer declarations and exemption support**

City requirement: use current forms and confirm signatures. Exempt transactions still need SOA clearance and a \$30 stamp fee.

Who: Attorney and seller or agent | When: Before requesting the municipal stamp

Complete with: Consistent Aurora and Illinois declarations plus required deed or exemption evidence [5]

Completed / not applicable: _____ Notes: _____

☐ **Verify the municipal tax and obtain the stamp**

City rate: \$3 per \$1,000 or fraction. Seller is ordinarily primarily liable subject to contract and judicial-deed exceptions; obtain counsel review as needed.

Who: Seller or responsible payor with Revenue and Collection | When: After clearance and before recording

Complete with: Issued stamp, tax or exemption receipt, and delivery to title [1]

Completed / not applicable: _____ Notes: _____

BEFORE CLOSING

☐ **Check new-home completion and occupancy documents**

Property-dependent: confirm which construction and occupancy approvals apply; the transfer stamp and private walkthrough serve different purposes.

Who: Buyer, builder, lender, and relevant City staff | When: Before funding or occupancy when applicable

Complete with: Required approvals, lender completion evidence, and written punch list

Completed / not applicable: _____ Notes: _____

☐ **Finish financing conditions and insurance**

Loan-dependent: communicate changes in buyer, price, condition, credits, intended use, or renovation scope.

Who: Buyer, lender, and insurer | When: Before the approved funding deadline

Complete with: Lender clearance and accepted coverage evidence

Completed / not applicable: _____ Notes: _____

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BEFORE CLOSING

☐ **Reconcile final figures and verify signing and funds**

Recommended: reconcile municipal payments, taxes, rent, deposits, association balances, credits, and earnest money. Call a trusted contact before a wire.

Who: Parties, attorneys, and closing agent | When: Before sending money and signing

Complete with: Approved settlement figures, valid payoffs, accepted signers, and verified instructions

Completed / not applicable: _____ Notes: _____

☐ **Conduct the walkthrough and confirm service handoff**

Contract-dependent: verify repairs, included items, access, keys, and any delayed seller occupancy in writing.

Who: Buyer with agent, seller, and attorney | When: Before possession under the contract

Complete with: Condition notes, resolved discrepancies, and agreed service dates

Completed / not applicable: _____ Notes: _____

CLOSING AND AFTER

☐ **Confirm funding, possession, and management transition**

Recommended: coordinate ownership communications and delivery of warranties, approved plans, access controls, and rental records.

Who: Closing agent, parties, and property manager | When: When the agreement authorizes handover

Complete with: Funding confirmation and documented keys, records, and tenant accounting

Completed / not applicable: _____ Notes: _____

☐ **Retain municipal evidence and collect recorded documents**

Recommended: retain any exemption or school-impact-fee evidence and verify tax mailing and utility contacts.

Who: New owner with attorney and title company | When: After recording and issuance of final documents

Complete with: SOA, payment receipts, stamp proof, deed, policy, and final statement

Completed / not applicable: _____ Notes: _____

☐ **Complete remaining repairs and rental follow-up**

Property-dependent: track approved outstanding work and the new owner rental process to completion.

Who: New owner, manager, contractors, and attorneys | When: On agreed repair dates and City-confirmed licensing schedule

Complete with: Resolved holdbacks, repair approvals, license records, and next required dates [3]

Completed / not applicable: _____ Notes: _____

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Official sources and closing notes

[1] <https://www.aurora.il.us/Government-and-Engagement/Finance/Revenue-Collection/Real-Estate-Transfer-Tax/Ordinance>

[2] <https://www.aurora.il.us/Government-and-Engagement/Finance/Revenue-Collection/Real-Estate-Transfer-Tax/Statement-of-Open-Accounts>

[3] <https://www.aurora.il.us/Property-Business/Property-Violations-and-Complaints>

[4] <https://www.aurora.il.us/Government-and-Engagement/Finance/Revenue-Collection/Real-Estate-Transfer-Tax>

[5] <https://www.aurora.il.us/files/sharedassets/mainsite/v/1/finance/documents/revenue-amp-collections/rettd-form.pdf>
