

Chicago Property Closing Checklist

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

Coordinate zoning, water clearance, transfer stamps, title, funding and the ownership handoff.

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 the property and every parcel

Include separate lots, parking and storage interests in the review.

Who: Buyer and seller with title team | When: Before relying on the sale description

Complete with: Matching address, PINs and legal description

Completed / not applicable: _____ Notes: _____

☐ Review building records and unit count

Compare physical use, listed units and loan assumptions. Online records do not certify compliance.

Who: Buyer and attorney | When: Before contingency decisions

Complete with: Records reviewed and unresolved questions assigned [1]

Completed / not applicable: _____ Notes: _____

☐ Screen tenant notice and purchase rights

For occupied property, determine whether address-specific housing preservation rules apply.

Who: Seller and attorney; buyer verifies | When: Before listing or fixing the sale timetable

Complete with: Written applicability review and any required notice evidence [2]

Completed / not applicable: _____ Notes: _____

UNDER CONTRACT

☐ Assign one closing coordinator

Record the contract deadlines rather than assuming a standard review period.

Who: Buyer and seller teams | When: After agreement; maintain through closing

Complete with: Task list with contacts, owners and contract dates

Completed / not applicable: _____ Notes: _____

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UNDER CONTRACT

☐ Confirm signing authority and buyer name

Resolve LLC, trust or estate signing requirements early.

Who: Attorneys and title team | When: Before preparing closing documents

Complete with: Accepted ownership and authority documents

Completed / not applicable: _____ Notes: _____

☐ Review the title commitment and payoffs

Track each lien, payoff and missing document separately.

Who: Title team, attorneys and seller | When: When commitment arrives

Complete with: Title requirements resolved or an accepted path documented

Completed / not applicable: _____ Notes: _____

☐ Supply lender and insurance documents

Match occupancy, repairs and ownership to the actual investment plan.

Who: Buyer and lender | When: According to the lender and contract

Complete with: Required documents accepted; remaining conditions identified

Completed / not applicable: _____ Notes: _____

INSPECTIONS AND REPAIRS

☐ Complete the buyer inspection and repair agreement

Private inspections and city certificates serve different purposes.

Who: Buyer, seller and attorneys | When: By applicable contract deadlines

Complete with: Inspection reviewed and agreed repairs documented

Completed / not applicable: _____ Notes: _____

☐ Determine zoning certificate applicability

Check covered one-to-five-unit property and the ordinance exceptions.

Who: Seller representative and closing team | When: Before city stamp issuance

Complete with: Issued certificate or documented applicable exception [3]

Completed / not applicable: _____ Notes: _____

☐ Resolve zoning or unit-count discrepancies

Do not substitute an appraisal or private inspection for a required certificate.

Who: Owner and attorney with city | When: Before relying on an inconsistent unit count

Complete with: Accepted certificate or written resolution [3]

Completed / not applicable: _____ Notes: _____

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MUNICIPAL CLEARANCE

☐ Assemble and submit the FPC application

Use the official instructions for property and transaction evidence.

Who: Assigned applicant | When: Plan for the published 10-business-day goal; complex cases can take longer

Complete with: Application reference and submitted documents [4]

Completed / not applicable: _____ Notes: _____

☐ Clear charges and obtain the certified FPC

A ready application or payment receipt alone is not the certified document.

Who: Applicant with seller and closing team | When: Before stamps; check actual expiration

Complete with: Certified FPC saved to closing file [4]

Completed / not applicable: _____ Notes: _____

☐ Prepare declarations and transfer stamps

Separate buyer city and seller CTA amounts; verify special transfers.

Who: Closing team and parties | When: Before the applicable transfer/recording steps

Complete with: Accepted declarations and stamp evidence [5]

Completed / not applicable: _____ Notes: _____

BEFORE CLOSING

☐ Reconcile condo or tenant documents

Review deposits, rent credits, assessments and ownership handoff records.

Who: Seller, buyer, attorneys and manager | When: Before lender/title deadlines

Complete with: Applicable association or lease package accepted

Completed / not applicable: _____ Notes: _____

☐ Review settlement charges and credits

Distinguish transfer taxes, property-tax proration, payoffs and amounts already paid.

Who: Buyer, seller and attorneys | When: Before sending final funds

Complete with: Reviewed settlement statement

Completed / not applicable: _____ Notes: _____

☐ Confirm remaining loan conditions

An earlier conditional approval is not final funding confirmation.

Who: Buyer and lender | When: Before funding appointment

Complete with: Lender confirms acceptable documents and funding conditions

Completed / not applicable: _____ Notes: _____

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BEFORE CLOSING

☐ Verify final funding instructions directly

Use a known contact to verify any unexpected change.

Who: Buyer or other fund sender | When: Before transmitting money

Complete with: Known closing contact confirms instructions and receipt

Completed / not applicable: _____ Notes: _____

☐ Complete walkthrough and possession plan

Document unresolved repairs, access and any delayed possession agreement.

Who: Buyer, seller and agents | When: At the contract-agreed time

Complete with: Condition reviewed and possession arrangement confirmed

Completed / not applicable: _____ Notes: _____

CLOSING AND AFTER

☐ Sign and confirm funding and disbursement

Ask who will confirm signing, funding and recording separately.

Who: Parties and closing team | When: At scheduled closing and follow-up

Complete with: Executed documents and closing-team confirmations

Completed / not applicable: _____ Notes: _____

☐ Obtain recording and final title records

Track missing post-closing documents until received.

Who: Buyer and title team | When: After recording and policy issuance

Complete with: Recording details and final documents retained

Completed / not applicable: _____ Notes: _____

☐ Transfer utilities and rental operations

Reconcile keys, leases, deposits and tenant communications.

Who: Buyer, seller and property manager | When: According to possession and applicable obligations

Complete with: Account handoff and required owner records completed

Completed / not applicable: _____ Notes: _____

☐ Finish surviving repairs or approvals

Retain owners and deadlines for tasks that survive the closing appointment.

Who: Party named in each agreement | When: By the actual agreement or official deadline

Complete with: Required completion, reinspection or escrow-release evidence

Completed / not applicable: _____ Notes: _____

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Official sources and closing notes

- [1] <https://webapps1.chicago.gov/buildingrecords/>
- [2] https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2701760
- [3] https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2606594
- [4] <https://webapps1.chicago.gov/FpcWebApp/contact>
- [5] https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2606576
