

Houseful Closing Guidelines

Houseful Closing Timeline

- As soon as a conditional offer is accepted:
 - Add the transaction details to your dashboard as soon as a conditional offer is accepted.
- As soon as possible:
 - Return the required referral disclosure form for your province to closings@houseful.ca
- 24–48 hours after a conditional accepted offer is added to your dashboard:
 - Our closing team will reach out to confirm any necessary additional details.
- 48–72 hours after a conditional accepted offer is added to your dashboard:
 - A referral fee Proforma Invoice will be sent to the Agent AND provided Conveyancing Contact via email.
- If transaction details change:
 - As soon as possible, update the transaction deal card in your agent dashboard and an updated Proforma Invoice will be sent to you and your Conveyancing Contact.
- 3–5 days before possession:
 - Our closing team will email payment instructions to you and your Conveyancing Contact.
- As soon as possible after possession:
 - Notify us through your agent dashboard that the transaction is complete by ensuring all details on the deal card are correct and update the Deal Status to Closed.

Houseful Closing Checklist

- ✓ Review all transaction information to ensure it's correct, as follows:
 - Price
 - Transaction completion date
 - Property address
 - Conveyancing Contact information
- ✓ Provide Houseful Closing Coordinator with your brokerage agent commission.
- ✓ Ensure Houseful is included in your commission instructions.
- ✓ Update the client profile in the Houseful Dashboard if any of the following information changes:
 - Price
 - Transaction completion date
 - Property address
 - Conveyancing Contact information