

From accepted offer to day one

Acquisition Closing Checklist

Everything to line up between accepted offer and the first day of your rehab or lease-up, plus a unit detail sheet for your records.

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Austin Coon
Properties & People

(463) 207-0234 · austin@austincoon.com
austincoon.com · [@iaustincoon](https://www.instagram.com/iaustincoon)

How to use it

Your closing command center

This checklist is built for buying a property you plan to renovate and rent, but it works for any strategy. Delete what does not apply, add what does, and keep it in the property's folder.

Project name

Date

Property address

Township / municipality

Owner / entity on title

Target closing date

01 Contract to closing

TASK	DATE / REFERENCE	NOTES
☐ Offer accepted		
☐ Earnest money delivered (amount, date, receipt)		
☐ Inspections scheduled		
☐ Appraisal ordered		
☐ Title company opened file (contact info)		
☐ Attorney review, if using one		

TASK	DATE / REFERENCE	NOTES
☐ Title commitment reviewed		
☐ Insurance quote accepted and binder issued (agent contact)		
☐ Final walkthrough scheduled		
☐ Closing date and time confirmed		
☐ Closing disclosure / settlement statement reviewed		
☐ Wiring instructions verified by phone		
☐ Funds to close sent		

02 Utilities and services

Around Indianapolis, electric is typically AES Indiana, and gas, water, and sewer are typically Citizens Energy Group. Confirm providers for your address.

TASK	DATE / REFERENCE	NOTES
☐ Electric in owner's name (account and meter number)		
☐ Gas in owner's name (account and meter number)		
☐ Water and sewer in owner's name (account number)		
☐ Trash service confirmed (city or private hauler)		
☐ Electrical inspection if power has been off a long time		

03 Rehab kickoff

TASK	DATE / REFERENCE	NOTES
☐ Sewer scope, septic, or well test completed		
☐ Contractor walkthroughs scheduled		
☐ Scope of work written		
☐ Rehab timeline drafted		
☐ Bids selected and contracts signed with start dates		
☐ Permits applied for (in Marion County, through the city's permitting office)		
☐ Contractor insurance certificates on file		
☐ Demo crew booked for the day after closing		
☐ Dumpster ordered for the day after closing		

04 Systems and records

TASK	DATE / REFERENCE	NOTES
☐ Locks changed on closing day		
☐ Before photos and video on closing day (see tip below)		
☐ Digital folder created for the property		
☐ Property added to bookkeeping		
☐ Bank account or class set up for the property		
☐ Property and units added to management software or sent to your manager		
☐ Rental registration completed if required		
☐ Existing leases collected and tenant estoppels signed, if occupied		
☐ Resident handbook created for the unit, if you use one		

BEFORE PHOTO TIP

Take at least two angles of every room. Then shoot one continuous video: start outside, walk in, go floor by floor, and keep rolling as you exit. Save everything in a folder named Before Photos. You will want it for insurance, your appraiser, and your own marketing.

05 Unit details

Capture these once and you will never have to drive over to answer a contractor's question again.

DETAIL	UNIT 1	UNIT 2	UNIT 3
Name on deed			
Mailing address for bills			
Entity EIN, if any			
Bedrooms			
Bathrooms			
Square feet			
Stories			
Entry doors (locksets needed)			
Sliding glass door			
Porch, patio, deck, or balcony			
Number of windows			
Siding type			
Common area or shared entry key			
Garage			
Parking (driveway, street, lot)			

DETAIL	UNIT 1	UNIT 2	UNIT 3
Heat source			
A/C source			
Water heater location			
Furnace location			
Electrical panel location			
Main water shutoff location			
Flooring: bedrooms			
Flooring: bathrooms			
Flooring: kitchen			
Flooring: living and dining			
Washer and dryer hookups			
Appliances included			
Fence type			
Driveway type			
Roof type and age			



Let's talk about your next move

Buying your next project?

From finding the property to getting you to the closing table, I help investors across Indianapolis and Central Indiana buy with confidence, and I can connect you with the title, lending, and contractor partners I trust.

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INDIANAPOLIS & CENTRAL INDIANA

TEXT / CALL (463) 207-0234

EMAIL austin@austincoon.com

WEB austincoon.com

INSTAGRAM [@iaustincoon](https://www.instagram.com/iaustincoon)

OFFICE 31 E Main Street, Carmel, IN 46032

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