Worksheet 9: Domain Sale Closing Checklist

Use this after price and terms are agreed and before moving the domain.

Before funding

[ ] Confirm the exact domain spelling and extension.

[ ] Confirm the seller controls the domain and has authority to sell it.

[ ] Confirm the price, currency, fees, payment method, and deadlines in writing.

[ ] Confirm whether the sale is domain only or includes other assets.

[ ] Confirm the registrar, expiration date, renewal price, and transfer eligibility.

[ ] Remove conflicting public prices or identify the authoritative transaction path.

[ ] Use a written agreement when the price, assets, parties, or terms justify one.

Funding and verification

[ ] Open the marketplace or escrow site through an independently verified address.

[ ] Confirm the transaction exists inside the official account.

[ ] Confirm the domain, amount, currency, fee allocation, and inspection period.

[ ] Wait until the provider confirms that funds are secured.

[ ] Do not rely on screenshots, emailed receipts, or a buyer-selected lookalike escrow page.

[ ] Do not pay for a required appraisal, certificate, tax release, or unknown transfer service.

Delivery and completion

[ ] Verify the buyer’s receiving registrar or account identifier.

[ ] Choose the approved account change, inter-registrar transfer, or concierge process.

[ ] Share an authorization code only through the secure transaction channel.

[ ] Confirm the buyer has control of the domain.

[ ] Complete the provider’s inspection and acceptance process.

[ ] Verify the seller’s payout through the official account and financial institution.

[ ] Remove stale marketplace listings, fast-transfer approvals, landers, and portfolio entries.

[ ] Save the agreement, invoice, transaction record, transfer confirmation, and payout record.

[ ] Record gross sale, fees, acquisition cost, renewals, and net profit.

Transaction provider	
Transaction ID	
Funding confirmed	
Delivery confirmed	
Payout received	

Closing notes or unresolved items
