

Seller Checklist

Phase 1: Listing

Preliminaries:

- Fill out Seller Questionnaire **Google Form (1)**

Listing Information:

- Fill out Listing Agreement **Google Form (2)**
- Sign Listing Agreement + Auxiliary Documents
- Fill out Property Information Request **Google Form (3)**

Pre-Photo Shoot:

- Set of house keys
- Filled-out Sellers Disclosure(s)
- House minor repairs completed
- Landscaping completed
- House staged & decluttered

Pre-Listing:

- Liens / encumbrances / permits cleared and closed

Please Provide the Following Documents (if applicable and available):

- Survey/Plat
- Owner's Title Policy
- Permits for Additions/Improvements
- Septic Permit
- Floor Plans
- HOA/Condo Association Packet

Steps to Ensure Sale (primarily for homes over \$2,000,000):

- Pre-listing Title Search
- Pre-listing Home Inspection
- Pre-listing Appraisal

Phase 2: Contract to Closing

- Negotiate terms of the offer
- Sign and Initial contract electronically
- Order Association packet for delivery to Buyer for review, if not provided
- Buyer schedules home inspection
- Negotiate Buyer's terms to remove home inspection contingency
- Lender orders appraisal & appraiser evaluates house
- Review Settlement statement

NOTE - final Closing Disclosure has to be issued 3 days prior to closing, if the purchase is being financed, per federal regulations

- Empty the home of personal belongings and leave it **broom-swept** (per contact).
- Sign deed — deed has to be signed in ink (no electronic signatures for deed)
- Money wired
- Deed recorded at courthouse



Your
Homework



Optional

