

SELLER TRANSACTION CHECKLIST

DO LIST

REFERRAL _____ TYN/GIFT _____

SET APPOINTMENT

LISTING INFO REQUEST _____ RETURNED _____

CMA PREP, NET SHEET, SIGNS,

PRE APPT EMAILS-INFO DOC _____ TEST'S _____ VT _____ BRO _____ CHK _____

REVIEW SELLING PROCESS _____

LISTING SIGNED _____ SELLER COPY _____ X DATE _____

SELLER INFO

_____ PAY OFF _____ LOAN STATEMENT _____

_____ ORDER POA DOCS _____

_____ OLD LISTING _____ FLOOR PLAN _____ PLATT _____

_____ HOA/CONDO FEE _____ AMENTIES _____

_____ OLD TITLE INS _____ HMS? _____

TAKE PICTURES _____ SELECT _____

ENTER TEMP OFF _____ SEND DRAFT _____

VIRTUAL TOUR _____ SEND DRAFT _____

_____ BROCHURE _____ SEND DRAFT _____ OK _____ PRINT _____ E-BROCH _____

DELIVER-SIGN, BROCHURES _____ LB# _____

SELLER INFO-CONTACTS _____

REVIEW CONTRACT & PROCESS

CONTRACT RATIFIED _____ NEW NET _____ CS _____

PROCESS CONTRACT

_____ REMAX _____ LENDER _____

_____ TITLE CO _____

_____ SELLER _____

TIME LINE/CHECK LIST

ORDER POA DOCS _____ DELIVERY _____ ACK _____

HOME INSPECTION _____ ADD'S _____ RAT _____

HI REPAIRS _____ RECEIPTS TO SA _____

RADON _____ REMOVE CONT _____ REMEDIATE _____

RENT BACK? _____ TERMINATION DATE _____

HOA ARB VIOLATIONS/CLEARED _____

SOLD SIGN _____

ORDER TERMITE _____ TREAT _____ CERT-TITLE CO _____

APPRAISAL _____ RETURNED _____

FORM 100 _____ COMMIT LETTER _____

CLOSING PHASE

TRANSFER UTILITIES DOC _____ DONE _____

FINAL WALK PREP _____

PRE-CLOSING FINAL CHECK LIST _____

CERTIFIED FUNDS/WIRE INSTRUCTIONS _____

CLIENT PIC _____ REFERENCE LTR _____

FINAL WALK _____

NEW MAILING LIST _____ **EDIT 9/24/10**