

SELLER TRANSACTION CHECKLIST

- ___ CMA, NET SHEETS, MEETING
- ___ SELLER INFO DOC
- ___ LISTING AGREEMENT
- ___ SET UP FILE/INFO IN PALMS
- ___ PROCESS LISTING REMAX

- ___ LISTING INFO REQUEST DOC
- ___ PRE-LISTING INFO
- ___ SIGN & LOCK BOX
- LB# _____ SC _____
- ___ PICTURES/BROCHURE
- ___ PAYOFF & HOA INFO, SSN
- ___ ORDER POA DOCS
- ___ TITLE INS POLICY
- ___ HMS

- ___ CONTRACT RATIFIED
- ___ SELLING CO. INTO PALM/FILE
- ___ PROCESS CONTRACT
 - ___ REMAX
 - ___ ATTORNEY
 - ___ CLIENT
- ___ TIME LINE/CHECK LIST
- ___ NEW NET SHEET
- ___ HOME INSPECTION
- ___ RADON
- ___ RENT BACK
- ___ COINCIDING SETTLEMENTS
- ___ POA DOCS DELIVERY
- ___ POA DOCS ACKNOWLEDGMENT
- ___ SOLD SIGN
- ___ TERMITE
- ___ APPRAISAL
- ___ FORM 100
- ___ COMMITMENT LETTER
- ___ TRANSFER UTILITIES DOC
- ___ FINAL WALK PREP

- ___ FINAL CHECK LIST
- ___ CLIENT EVAL/REFERENCE LETTER
- ___ FINAL WALK
- ___ CLOSING
- ___ RENT BACK
- ___ POST RENT BACK WALK
- ___ RELEASE DEPOSIT