



Seller Pre-Closing Checklist

Let us help make your real estate selling experience a pleasant one. Plan ahead!

| Critical Events | Critical Dates | Completed | Notes |
|---|----------------|-----------|-------|
| Prepare Property for Sale <ul style="list-style-type: none"> Freshen landscaping De-clutter De-personalize Complete outstanding maintenance Clean Clean Clean! | | | |
| Research, Interview and Select Realtor | | | |
| Review and Sign Realtor's Listing Agreement | | | |
| Complete Seller Disclosure Form | | | |
| Work with Realtor to respond to offers and negotiate with Buyer | | | |
| Accept Offer | | | |
| Review Contract with Attorney before signing | | | |
| Contract Signed | | | |
| First Deposit Due | | | |
| Second Deposit Due | | | |
| Date by which Buyer must apply for mortgage | | | |
| Date by which Buyer's Inspection must be completed | | | |
| Notice of Inspection issues due to Seller | | | |
| Seller's response to Buyer's Notice of Inspection due | | | |
| Date by which you are obligated to close | | | |



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| Date by which Termite Inspection must be completed | | | |
| Termite damage repair cost estimate due to Seller | | | |
| Provide special documents to Real Estate Attorney (e.g. Power of Attorney or Trust, if they will be used) | | | |
| Provide copy of Owner's Title Insurance Policy to Real Estate Attorney (<i>You could save money!</i>) | | | |
| Title Search Ordered (by Real Estate Attorney) | | | |
| Title Commitment Due to Buyer and Lender | | | |
| Notice of Title Objections to Seller | | | |
| Provide copy of Survey to Real Estate Attorney | | | |
| Payoff (Estoppel) information for Seller's Mortgage(s) | | | |
| Other | | | |
| Other | | | |
| Schedule Closing | | | |
| Review Closing Statement or Closing Disclosure | | | |
| Identify amount of money Seller will receive at Closing | | | |
| Close! <i>Don't forget to bring important items for Buyer. (e.g. keys, garage door openers, alarm codes, etc.) to closing.</i> | | | |