

Sellers Checklist

- ☐ Verified Person is legal owner
- ☐ Seller's Completed Sellers Disclosure ☐ Net Sheet Explained
- ☐ Buyer & Seller costs sheet signed ☐ Comps Reviewed/Signed
- ☐ Listing Agreement signed by yourself & sellers

Listing Price: \$ _____ Listing: From: _____ To: _____

Real Property Address: _____

- ☐ Home Warranty purchased if applicable
- ☐ Photo taken if lot – photos and virtual tour if house
- ☐ Lockbox put on door, get 2 keys, one for office file and one for lockbox –
Box # _____ Shackle: _____
- ☐ Listing Agreement to office, broker signs, copy to seller within 24 hours
- ☐ Listing entered into MLS # _____
- ☐ Listing posted on your website ☐ Enhanced on Realtor.com – on craigslist
- ☐ If Short Sale, package from bank completed – see ss ✓/list
- ☐ Flyer Created ☐ Flyers in box at property
- ☐ Install Sign
- ☐ Send “just listed” postcards to neighborhood & buyer database
- ☐ Log every showing/call for sellers on the “Interest Form”
- ☐ Present ALL offers
- ☐ Hold open houses monthly if requested – log on “Interest Form”
- ☐ Offer Presented
- ☐ Offer Accepted – date: _____ ☐ Marked Pending in MLS
- ☐ Send contract to title company – date: _____
- ☐ Copy of contract, copy of escrow check, addendums and tracker form to office
- ☐ Allow for buyer's inspection, etc if requested – date/time: _____
- ☐ Check to see if any repairs are needed, forward to seller _____
- ☐ Verify Buyer's funds or loan commitment within time frame, date: _____
- ☐ Remove lockbox, take keys to closing
- ☐ Go to closing – take check & HUD1 to office – complete tracker report –
closing date: _____
- ☐ Mark "closed" in MLS s
- ☐ Remove sign
- ☐ Send “just sold” postcards to neighbors & email (monthly basis)
- ☐ Send seller's evaluation letter
- ☐ 1 week later, send sellers referral letter/cards.

Referral Fee: ☐ NO ☐ YES to: _____

Seller Name:

Phone(s):

Fax:

Mailing Address (if different):

Email Address:

Title Company:

Phone:

Fax:

Address: