

Transaction Checklist for Sellers

Seller Name _____ Address _____

___ Create [CMA](#)

___ Create listing presentation

Meet with clients/Present presentation. Accepted!

___ Consumer's guide

___ Exclusive Right to Sell

___ Residential property disclosure

___ Lead based paint disclosure - for homes built prior to 1978

___ Home warranty

___ Copy of tax records

___ MLS Input sheet

___ Lock Box Agreement

___ [HOA](#) disclosure/Short sale addendum(if needed)

___ MLS Photo Certification form (agent signs)

Send paperwork to office within 48 Hours of signature Carly will put in MLS

___ Upload photos to [MLS/Send to office](#)

___ Make sure property is mapped correctly in [MLS](#)

___ Install sign

___ showing time instructions(set up on Matrix)

___ Seller orders Point of Sale Inspection(per Municipality) Seller reviews violations, repairs accordingly

___ Golden ruler, unique site(21 online.com), Moxi Impress Marketing kit

___ Schedule open house

___ Order property profile from title company

___ accept offers review with seller pick one!

___ have seller note on agency or first page PA(offer rejected) initial and date, send to agents

___ send signed paperwork include escrow letter to office within 48 hours of getting signed

___ post on social media under contract!

___ Buyer to schedule Inspections, review Request to remedy items with seller

___ Lender to order appraisal.

___ All items cleared, title to schedule closing

___ Have seller contact utility companies with moving date

___ Confirm with Buyer agent the transfer of Keys.

___ Seller signs paperwork with title and receives check! Ask for Referrals

___ Pick up sign/lock box, Send thank you gift to seller

