

# Real estate seller checklist

## Real Estate

### GENERAL

Listing location

Name

Survey date

DATE

2017-01-01

Contract date

DATE

2017-01-01

Option period date

DATE

2017-01-01

Closing date

DATE

2017-01-01

Possession date

DATE

2017-01-01

Financing date

DATE

2017-01-01

Exclusion details

Listing location

Name

Survey date

DATE

2017-01-01

Contract date

DATE

2017-01-01

Home warrant allowance

Option period date

DATE

2017-01-01

Closing date

DATE

2017-01-01

Possession date

DATE

2017-01-01

Financing date

DATE

2017-01-01

HOA documents

Exclusion details

Objections

Earnest money amount

Home warrant allowance

HOA documents

Objections

Earnest money amount

Listing Id

Listing type

Describe listing

Listing type

Listing type

Listing ID

Listing type

Listing location

Name

Survey date

DATE

2017-01-01

Contract date

DATE

2017-01-01

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2017-01-01

Closing date

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2017-01-01

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DATE

2017-01-01

Financing date

DATE

2017-01-01

Exclusion details

Home warrant allowance

HOA documents

Objections

Earnest money amount

Seller-paid closing cost

Special provision

Is the survey data set?

☐ Yes ☐ No

Is the delivery option given to the seller?

☐ Yes ☐ No

Does the seller have a valid ID to close?

☐ Yes ☐ No

Is the seller attending closing?

☐ Yes ☐ No

Is the date set for a contract?

☐ Yes ☐ No

Are government documents (HUD) received?

Yes

No

Is the seller notified of inspections?

Yes

No

Are you attending closing?

Yes

No

Are utilities disconnected?

Yes

No

Is the appraiser met at the property?

Yes

No

Are HOA documents received?

Yes

No

Is closing time with the title company scheduled?

Yes

No

Is a walkthrough scheduled?

Yes

No

Is credit approved?

Yes

No



Is funding followed up?

Yes

No

Listing ID

Seller-paid closing cost

Special provision

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Contractual requirements

Are below documents ready?

Yes

No

Buyer Counter Offer

Seller Counter Offer

Buyer's Pre-Qualification

Wire Fraud Advisory

Listing Agreement

Receipt of Initial Deposit

Purchase Agreement and attached forms

FHA/VA Amendatory Clause

MLS Sheet- Full Agent Sheet

Disclosures and Reports

Natural Hazard Disclosure Statement

Water Conserving Plumbing Fixtures and Carbon Monoxide

Seller's Questionnaire (SPQ)

Agency Disclosure Report

Statewide Buyer and Seller Addendum

Natural Hazard Disclosure Report

Affiliated Business Disclosure Statement

Real Estate Transfer Disclosure

Residential Earthquake Hazards Report Signature Page

Inspections, Reports, Clearances, and Repairs

Physical Inspection Waiver

Property Inspection Report

Termite Completion

Buyer's Request for Repairs

Termite Inspection

Contingency Removal

Seller's Reply to Request for Repairs

Escrow Company

Escrow Company



Address

Escrow Officer

Date Schedules for Close of Escrow

Buyer contact details

Buyer name

Buyer signature

Buyer Signing Date

Buyer's agent name

Buyer's agent signature

Buyer's agent Signing Date

Buyer's agent License Number

Buyer's agent contact details

Buyer's Attorney name

Buyer's Attorney signature

Buyer's Attorney Signing Date

Buyer's Attorney License Number

Buyer's Attorney contact details

Seller contact details

Seller name

Seller signature

SIGNATURE

Seller Signing Date

DATE

2017-01-01

Seller's agent name

Seller's agent signature

SIGNATURE

Seller's agent Signing Date

DATE

2017-01-01

Seller's agent License Number

Seller's agent contact details

Seller's Attorney name

Seller's Attorney signature

SIGNATURE

Seller's Attorney Signing Date

DATE

2017-01-01

Seller's Attorney License Number

Seller's Attorney contact details