

**SELLER TRANSACTION CHECKLIST**

**DO LIST**

REFERRAL SOURCE \_\_\_\_\_ TYN \_\_\_\_\_ REQ INFO \_\_\_\_\_  
SEND WEB LINK \_\_\_\_\_ SET APPT \_\_\_\_\_ LA? \_\_\_\_\_ CMA & NET \_\_\_\_\_  
TESTIMONIALS \_\_\_\_\_ INFO DOC \_\_\_\_\_ STAGE \_\_\_\_\_ 6 DAY PRE LIST \_\_\_\_\_  
EST TIME LINE \_\_\_\_\_ DRAFT LISTING \_\_\_\_\_ LISTING SIGNED \_\_\_\_\_  
COPY \_\_\_\_\_ X DATE \_\_\_\_\_  
OTHER \_\_\_\_\_

**ACTION ITEMS**

LOAN STATE/SS #'S \_\_\_\_\_ HOA INFO \_\_\_\_\_ ORDER POA DOCS \_\_\_\_\_  
OLD LIST \_\_\_\_\_ EDIT \_\_\_\_\_ MEAS RMS \_\_\_\_\_ FLR PLAN \_\_\_\_\_ PLATT \_\_\_\_\_  
HOA FEE \_\_\_\_\_ DUE? \_\_\_\_\_ TRASH \_\_\_\_\_ RECYCLE \_\_\_\_\_  
COPY TITLE INS \_\_\_\_\_ HMS? \_\_\_\_\_ LB TYPE \_\_\_\_\_ COMBO \_\_\_\_\_  
PICS \_\_\_\_\_ VT \_\_\_\_\_ INSTRUCT PG \_\_\_\_\_ FEATURES \_\_\_\_\_  
TEMP OFF \_\_\_\_\_ SEND LIST DRAFT \_\_\_\_\_ DRAFT BROCHURE \_\_\_\_\_  
ACTIVE \_\_\_\_\_ KEY IN LB \_\_\_\_\_ LIGHTS/SHOES \_\_\_\_\_ SIGN \_\_\_\_\_  
REVIEW CONTRACT \_\_\_\_\_ LIMIT POA? \_\_\_\_\_ ORDER DOCS \_\_\_\_\_  
OTHER \_\_\_\_\_

**RATIFIED** - DATE \_\_\_\_\_ CS \_\_\_\_\_

**PROCESS CONTRACT**

REMAX \_\_\_\_\_  
SELLER \_\_\_\_\_ TITLE CO \_\_\_\_\_  
TIME LINE/CHECK \_\_\_\_\_  
DELIVER DOCS \_\_\_\_\_ ACK FORM \_\_\_\_\_ HOA VIOLATIONS \_\_\_\_\_  
HOA VIOLATIONS CLEARED \_\_\_\_\_ COMPLIANCE LTR \_\_\_\_\_  
HI DATE \_\_\_\_\_ CONT DEADLINE \_\_\_\_\_ RATIFY \_\_\_\_\_  
HI REPAIR RECEIPTS \_\_\_\_\_ RECEIPTS TO SA \_\_\_\_\_  
RADON \_\_\_\_\_ CONT DEADLINE \_\_\_\_\_ REMED RECEIPT SA \_\_\_\_\_  
RENT BACK DOC \_\_\_\_\_ TERM DATE? \_\_\_\_\_ NOTICE \_\_\_\_\_  
ORDER TERMITE? \_\_\_\_\_ RESULTS \_\_\_\_\_ CERT TITLE CO \_\_\_\_\_  
APPRAISEL DONE \_\_\_\_\_ RESULTS? \_\_\_\_\_ REMOVE CONT \_\_\_\_\_  
REMOVE FIN CONT \_\_\_\_\_ COMMIT LTR \_\_\_\_\_  
OTHER \_\_\_\_\_

**CLOSING PHASE**

PRE-CLOSING CHECK LIST \_\_\_\_\_ TRANSFER UTIL DATE \_\_\_\_\_  
SELLER PREP/WALK \_\_\_\_\_ DRAFT HUD/DOCS \_\_\_\_\_  
EARLY SIGNING \_\_\_\_\_ CLIENT ☺ PIC @ TABLE \_\_\_\_\_  
SA FINAL WALK FORM \_\_\_\_\_ CONFIRM SA UTIL TRANS \_\_\_\_\_  
FINAL HUD \_\_\_\_\_ ASK FOR REFERRAL \_\_\_\_\_

**POST CLOSING**

CS \_\_\_\_\_ PICK UP LB/SIGN \_\_\_\_\_ PROCESS REMAX \_\_\_\_\_ MAIL LIST \_\_\_\_\_  
REFERENCE LTR \_\_\_\_\_ PIC/TEST IN WEBSITE \_\_\_\_\_ **12/2/16**