



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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Critical Events	Critical Dates	Completed	Notes
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>			