



SELLER'S CHECKLIST

Date	Task
	Review offers and discuss pros and cons with seller
	Verify contract and calculations are correct & addenda attached
	Send EXECUTED contract to Buyer's Agent, Lender, Title Co, and Seller
	Change MLS to OP or PS or P
	Upload EXECUTED contract & addenda into Dotloop
	Verify Home Inspection day and time and that all utilities are still on
	Discuss any amendment that comes in with the seller
	Send executed amendment to all parties involved (if needed)
	Send completed "Seller's Information for Title Company" form to title
	Change MLS to PS or P
	Review Title Commitment for any issues that could delay closing
	Verify that any repairs in the amendment have been completed
	Verify that appraisal has been ordered
	Verify that survey has been ordered (if necessary) and T-47 on file
	Set up closing appointment that is convenient for all
	Remind seller about cancelling utilities & insurance on closing day
	Send signed "Commission Disbursement Authorization Form" (verify math)
	Remind seller to leave the home clean and in move-in condition
	Verify "Final Closing Disclosure" numbers for accuracy
	Remind seller to bring license for Notary
	Remind seller to bring all keys, remotes and passwords / pins
	Remind seller to have bank routing instructions with them at closing
	Obtain closing gift / thank you card or other gesture
	Attend Closing and verify funding for keys and access for Buyer
	Change MLS to Sold and remove all signs and lockboxes
	Submit this form to Broker within 24 hours of closing date

Agent: _____ Date: _____

Client Names: _____

Property Address: _____

(Revised January 2023)