

SELLER CLOSING CHECKLIST

Property Address: _____

| Days After Acceptance | Date Completed | Description | Requested | Complete |
|-----------------------|----------------|--|-----------|----------|
| 0 | | Upload signed contract, forms & contact info to property file | | |
| 0 | | Calendar all key contract dates & deadlines - see below | | |
| 1 | | Email signed contract & contact info to lender, title & buyers agent | | |
| 1 | | Email signed contract to seller w/ title contact info & next steps | | |
| 1 | | Call seller with next steps, key dates/deadlines & inspection info | | |
| 1 | | All utilities are on, and to be left on? | | |
| 1 | | Change MLS status to pending | | |
| 1 | | Sale pending rider on sign at property | | |
| 1 | | EMD-Earnest Money Deposit received & deposited/logged | | |
| 1 | | Request Preliminary Title Report | | |
| 1 | | Obtain/Order neighborhood contact information for mailers/calls | | |
| 1 | | Submit all documents/forms to broker compliance | | |
| 1 | | Update Team Scoreboard | | |
| 1 | | Listing agent "congratulations" call to seller - ask for referrals | | |
| 2 | | Order all seller-required inspections - see inspection checklist below | | |
| 2 | | Order Home Warranty (if applicable) | | |
| 2 | | Order Natural Hazard Disclosure (if applicable) | | |
| 2 | | Friend request to buyers on Facebook & social media | | |
| 2 | | Send/Request disclosures to/from buyer's agent | | |
| 2 | | "Sale Pending" mailer/flyers to neighborhood ordered | | |
| 2 | | "Sale Pending" Facebook & social media posts | | |
| 3 | | Start agent circle prospecting "sale pending" calls/door knocking | | |
| 3 | | Confirm Earnest Money Deposit (EMD) is deposited | | |
| 3 | | Submit commission disbursement/disbursement authorization | | |
| 3 | | Contact buyer's lender to ensure all docs recvd (tax info, pay stubs, etc) | | |
| 3 | | Has appraisal been ordered? Contact buyer's agent/lender | | |
| 7 | | Call seller with update - what's been done & next steps | | |
| 14 | | Call to check loan status with lender | | |
| 14 | | Call seller with update - what's been done & next steps | | |
| 15 | | Request for inspection repairs received? Remind buyer's agent | | |
| 15 | | Appraisal In? Contact buyer's agent/lender | | |
| 17 | | Home inspection repair request received? Respond to Request? | | |
| 17 | | Appraisal contingency removed? | | |
| 17 | | Agent call seller to congratulate on property appraising | | |
| 18 | | Contact lender - File submitted to underwriter? Still needed? | | |
| 19 | | Request loan contingency removal from buyer's agent | | |
| 19 | | All other inspection reports received? See below | | |
| 20 | | Get clients new address & update SOI database in CRM | | |
| 21 | | Loan contingency removed? | | |
| 21 | | Call seller with update - what's been done & next steps | | |
| 22 | | Contact lender - Underwriter approval? Any conditions? | | |
| 23 | | Are all contingencies of the sale removed? Still needed? | | |



| 5 Days Before Closing | | | | |
|-----------------------|--|---|--|--|
| 25 | | Call seller 5 days before closing to explain closing process | | |
| 25 | | Have staging furniture removed | | |
| 25 | | Schedule buyer's final walkthrough inspection | | |
| 25 | | Schedule seller's to sign at closing | | |
| 25 | | Request & review estimated closing statement | | |
| 25 | | Submit any final invoices to to escrow/title/attorney | | |
| 25 | | Loan Documents in and signed by Buyers? | | |
| 25 | | File Housekeeping - contact other agent to ensure file is complete | | |
| 25 | | Order closing gift for sellers | | |
| 25 | | Contact sellers to get utilities list | | |
| 26 | | Signed loan documents sent to lender for loan funding? | | |
| 26 | | Send utilities list to buyer's agent to switch names at close date | | |
| 27 | | Contact escrow/title/attorney - Still needed to close (buyer funds up?) | | |
| 28 | | Buyer walkthrough inspection conducted? | | |
| 28 | | Loan Funded? Has escrow/title/attorney received funds to close? | | |
| 29 | | Request & review final estimated closing statement | | |
| Day of Closing | | | | |
| 30 | | Confirm Recording | | |
| 30 | | Keys delivered | | |
| 30 | | Agent to call seller w/ "congratulations" - ask for referrals | | |
| 30 | | Receive closing documents from escrow/title/attorney (upload to file) | | |
| 30 | | Change MLS status to "Sold" on MLS | | |
| 30 | | Change Zillow Status to "Sold" | | |
| 31 | | Commission check(s) received/deposited | | |
| 30 | | For sale sign removed from property | | |
| 30 | | Lockbox removed from property | | |
| After Closing | | | | |
| 31 | | Input "adopted" buyer contact information into CRM database | | |
| 31 | | Update new seller notes in SOI database w/ new address | | |
| 31 | | Start seller on past client email/mailer drip campaign | | |
| 31 | | Send seller congratulations email w/ online review request links | | |
| 31 | | Send seller congratulations letter | | |
| 31 | | Send adopted buyer congratulations letter | | |
| 31 | | Send "Thank You Colleague" letter to co-op agent | | |
| 31 | | Send "Thank You" letter to lender | | |
| 31 | | Update closing on team scoreboard | | |
| 32 | | Calendar Home Anniversary & 30/90 day agent calls (referrals) | | |
| 32 | | Create/save PDFs of all file documents & emails | | |
| 32 | | Start agent "Just Sold" calls to neighborhood | | |
| 32 | | "Just Sold" mailers/flyers to neighborhood & SOI | | |
| 32 | | "Just Sold" - FB & other social media posts | | |



Key Contract Dates & Deadlines

| Description | Dates |
|--|-------|
| 7th Day - Disclosures Delivered | |
| 7th Day - Preliminary Report Received | |
| 15th Day - Inspection Repairs Request Received? | |
| 17th Day - Inspection Contingencies Removal Deadline | |
| 17th Day - Appraisal Contingency Removal Deadline | |
| 21st Day - Loan Contingency Removal Deadline | |
| 5 days till close - walkthrough, funding, etc. | |
| Other: | |
| Other: | |
| Closing Date | |

Inspection Information Checklist

| Type | Company & Contact Info | Date & Time | Report Received? |
|-------------------|------------------------|-------------|------------------|
| Termite/Pest | | | |
| Home Inspection | | | |
| Pool Inspection | | | |
| Roof Inspection | | | |
| Septic Inspection | | | |
| Appraisal | | | |
| Well Inspection | | | |
| Flood Zone Insp. | | | |
| Other Inspection | | | |