

Seller Contract Check List

Print and make sure you do items below!

Signing of contract

- Initial at the bottom of each page
- Fill in your contact info on paragraph 21 on page 7
- Fill in the execution date on page 8 (be sure to do this!)
- Sign on page 8
- Be sure to sign and date all addendums
- Make sure you have a signed copy of the seller disclosure by the seller and buyer

Right after you sign & date/execute contract

- Send copy to buyer agent
- Send copy to listing agent (jack@listingresults.com) we will change status on the MLS
- Email buyer agent to send you the option check.
- Once you have received check, sign and send back page 9 (OPTION FEE RECEIPT) to buyer agent.

Things to do very quickly

- Page 2 of contract – send survey and T-47 form to buyer agent and title company. The blank T-47 form has already been sent to you.
- If you have an HOA, be sure to get HOA information to title co and buyer, per HOA addendum
- Contact title company and make sure contract has been turned in and ask them to contact you if they need anything
- You are now waiting on the inspection to be done

Once property is closed

- Email listing agent jack@listingresults.com that your property has closed