

Transaction Checklist for Sellers

- Create [CMA](#)
- Create listing presentation
- Meet with clients/Present presentation. Accepted!
- Send paperwork to office within 48 Hours of signature
- Consumer's guide
- Exclusive Right to Sell
- Residential property disclosure
- Lead based paint disclosure - for homes built prior to 1978
- Home warranty
- Copy of tax records
- MLS Input sheet
- Lock Box Agreement
- [HOA](#) disclosure/Short sale addendum
- Upload photos to [MLS/Send to office](#)
- Make sure property is mapped correctly in [MLS](#)
- Install sign
- showing time instructions
- Schedule open house
- Order property profile from title company
- Golden ruler, unique site
- Point of Sale
- accept offers
- send signed paperwork include escrow letter to office within 48 hours of getting signed
- post on social media under contract!
- review Request to remedy items with seller
- Have seller contact utility companies with moving date
- Seller signs paperwork with title and receives check!
- Pick up sign/lock box, Send thank you gift to seller

