

Seller's Checklist

<p>Address _____ Seller's Name/s _____ _____ Owners Address _____ Home Phone _____ Cell _____ Bus. Phone _____ Fax _____ email _____ Other _____</p>	<p>Date of Offer _____ Projected COE Date _____ Price _____ Title Company _____ Escrow Officer _____ Address _____ Phone/Fax _____</p>
<p>RECEIVE/SIGN DISCLOSURE DOCUMENTS ___ Purchase Contract ___ Addendums ___ Transfer Disclosure ___ Agency Disclosure ___ Seller's Affidavit(s) ___ Pest Report ___ Smoke Detector ___ EQ/Spec. Studies ___ Residential E/Q Hazards Report ___ Other Documents _____ ___ Sign Request Date _____ _____ Home Warranty Co. _____ Policy Number _____ \$ Amount _____ [Basic Plan] Extra Coverage _____ Paid By _____ NOTES _____ _____</p>	<p>PROPERTY PREPARATION STEPS ___ Obtain Inspection(s) Company _____ Address _____ Phone _____ Fax _____ ___ Obtain Other Inspection(s) Inspector/Phone _____ Inspector/Phone _____ Inspector/Phone _____ ___ Prepare Home for Showing (Clean, Touchup Painting, Landscaping, etc.) ___ Collect Receipts, Warranties, List of Work Done on Property, Permits, for Disclosures or to Provide Buyers at COE ___ Work with Real Estate Agent to Determine Showing Dates; Put Away Valuables Before Public Open House Showings ___ Schedule a Garage Sale!</p>
<p>MOVING STEPS [See Moving Checklist] ___ Choose Moving Co. / Rent Van ___ Schedule Utility/Cable/Phone Disconnect Dates and Connect Dates ___ Set COE Schedule with Real Estate Agents for Planning Purposes ___ Provide Real Estate Agent with All Keys, Garage Door Openers, Instruction Manuals, and List of Any Items to Remain at Home ___ Pack a "Survival Kit" with basic tools, bath & kitchen essentials, address book, etc. for moving day ___ After moving, change locks/lock barrels in new home</p>	<p>ESCROW SETTLEMENT/SIGNING ___ Preliminary Title Report Review ___ Provide Loan Payoff Information to Title Co. if requested ___ Review Seller's Net Proceeds Worksheet Draft before COE ___ Determine How Funds Will be Delivered to you (Mail, Pick-up at Title Co., or Bank Wire) ___ Provide Title Co. with Wire Instructions if Applicable ___ Be Ready to Provide Title Co. with Forwarding Address ___ Bring an I.D. to Signing Appointment</p>