**Seller  Checklist**

**Property Address­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MLS#\_\_\_\_\_\_\_\_\_\_\_\_**

**Prior to going under contact.**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | WWREA Brochure - (Form 160) | 🞎 | Build Listing in TMLS 🞎Upload RPD - Floorplan - etc. |
| 🞎 | Exclusive Right To Sell Listing Agreement - (Form 101) | 🞎 | Measure Home & Draw Floor plan 🞎 Is There Unpermitted Space - 🞎Yes 🞎No |
| 🞎 | Residential Property & HOA Disclosure (Seller Copy) | 🞎 | Deed 🞎 County Tax Records 🞎 School Assignments 🞎 Flood Map |
| 🞎 | Mineral - Oil - Gas Rights Disclosure (Seller Signed) | 🞎 | Copies of Old TMLS Listings |
| 🞎 | Agreement To Amend Agency - (Form 710) | 🞎 | Order Pictures 🞎 Upload Pictures |
| 🞎 | Short Sale Addendum (Seller & Firm) - (Form 104) | 🞎 | Order Lender Financing Flyer |
| 🞎 | Lead Base Paint Addendum - (Form 2A9-T) | 🞎 | Create Curbside Flyer 🞎 Give Seller Extra Flyers |
| 🞎 | Copies of Sellers Utility Bills 🞎 Copy of Survey | 🞎 | Install For Sale Sign - Coming Soon 🞎 Flyer Box 🞎 Open Sat |
| 🞎 | Set Up Showing Instructions in CSS | 🞎 | 🞎 Septic Permit 🞎 Well Permit (If Necessary) |
| 🞎 | TMLS Printout of Active Listing | 🞎 | USDA Eligibility Printout 🞎 Yes 🞎 No |
| 🞎 | Get or Make Copies of Keys | 🞎 | Copies of Receipts of Major Work/Repairs Done To Home |
| 🞎 | Install Lockbox: Location\_\_\_\_\_\_\_\_\_\_\_ Combo\_\_\_\_\_\_\_ | 🞎 | Termination of Agency (Form 720) 🞎Uploaded To Doc Manager |
| 🞎 | Withhold From TMLS Form 🞎 Sent To TMLS? | 🞎 | Ask Seller If There Is Any Leased Equipment In The Home |
| 🞎 | Listing Commission:\_\_\_\_\_\_% Payout:\_\_\_\_\_\_\_\_% | 🞎 | Is the a "Certified Pre-Owned" Home? 🞎 Yes 🞎 No |
| 🞎 | Copy of Appraisal From Their Purchase | 🞎 | If yes:🞎Inspection Ordered From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 | Copy of Current Mortgage Statement | 🞎 | Appraisal Ordered From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 | Aircraft Noise Notification Letter 🞎 Upload To TMLS Docs | 🞎 | Warranty Ordered From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 |  | 🞎 | Team Commission Split etc. |
| 🞎 | Property Type: 🞎 New 🞎 Resale 🞎 Land 🞎 Other | 🞎 | Referral Agreement - (Form 730) 🞎 W-9 Form |

**Once Under Contract.**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | Offer To Purchase & Contract - (Form 2T) | 🞎 | Buyers Prequalification Letter 🞎 Buyers Proof of Funds |
| 🞎 | FHA / VA Addendum | 🞎 | Notice of Buyers Right To Terminate - (Form 350-T) |
| 🞎 | Contingent Sale Addendum (Form 2A2-T) | 🞎 | TMLS Printout CONGT/PENDING 🞎 TMLS Printout CLOSED |
| 🞎 | Lead Base Paint Addendum Signed By All | 🞎 | Buyer's Agent TMLS Information Sheet |
| 🞎 | Residential Property & HOA Disclosure - Signed By All | 🞎 | Copy of Home Inspection Report |
| 🞎 | Mineral - Oil - Gas Rights Disclosure (Signed By All) | 🞎 | Copy of WDIR 🞎 Well Test 🞎 Radon Test 🞎 Survey |
| 🞎 | Short Sale Addendum (Seller & Buyer) - (Form2A14-T) | 🞎 | Estimate For Repairs |
| 🞎 | Additional Provisions Addendum - (Form 2A11-T) | 🞎 | Confirmation of Agency Relationship (Agent to Agent) |
| 🞎 | Back-Up Contract Addendum - (Form 2A1-T) | 🞎 | Buyer Possession Before Closing - (Form 2A7-T) |
| 🞎 | Copies of: 🞎DD Check 🞎 EM Check 🞎 AEM Check | 🞎 | Confirmation of Compensation (Agent to Client) (Form 770) |
| 🞎 | Signed Receipt of: 🞎DD Check 🞎 EM Check 🞎 AEM Check | 🞎 | Notice to Buyer That Seller Is Terminating (Form - 352T) |
| 🞎 | Due Diligence Repair Request - (Form 310T) | 🞎 | Closing Disclosure / HUD-1 From Closing (Signed Copy, NOT Preliminary Copy) |
| 🞎 | Agreement To Amend Contract - (Form 4T) | 🞎 | Disbursement Authorization From KW 🞎 Send DA To Closer |
| 🞎 | Owners Association Discloser For RPD Exempt Prop (Form 2A12T) | 🞎 | Copies of ALL Closing Checks |
| 🞎 | Non-Permitted Square Footage Disclosure Signed By Buyer(s) | 🞎 |  |
| 🞎 |  | 🞎 |  |
| 🞎 | Install "Under Contract" Rider | 🞎 | Utility Switchover Set Up |
| 🞎 |  | 🞎 |  |
| 🞎 |  | 🞎 | Date of Contract:\_\_\_\_\_\_\_\_\_\_\_\_ DDD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 | EM/AEM Held By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Home Warranty Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Closing Attorney/Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lender Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**