

# SELLER'S CHECKLIST

## PRE LISTING

- Meet with client, get signed listing agreement (exp date: )
- Complete home info sheet
- Measure rooms
- Get keys from seller
- Discuss staging, pre-listing punch list
- Give scoop to seller
- Make copies of keys
- Schedule photo session
- Gather documents: POA/COA, plat, well/septic, etc
- Get POA/COA contact if applicable
- Start MLS listing
- Upload disclosures, plat, POA/COA info, etc to MLS
- Add photos and virtual tour (if applicable) to MLS listing
- Send listing agreement to Seller(s)

## LISTING

- Print and review MLS sheet
- Print MLS as pdf, save to Dbox as "MLS sheet for review"
- Create dotloop file for MLS sheet, add seller initial spots
- Send MLS sheet to seller for initials
- Activate MLS listing
- Print MLS sheet for paper file
- Create marketing pieces
  - custom flyer (pdf)
  - social media flyer (png)
- Create Nest website
- Share marketing materials on social media
- Send "just listed" eCampaign
- Print copies of listing agreement and all docs for folder
- Lockbox and combo box on house
- Create sign and put up
- Set up Showing Time

## ADD TO PL@TFORM

- Create Property folder
- Upload listing agreement (verify dates and signatures)
- Upload all MLS docs, disclosures, etc
- Upload initialed MLS sheet to Platform
- Invite Buyer to interactive page

## UNDER CONTRACT

- Check Sigs on contract, EMD p 9 and p 10 Rat date
- Upload ratified contract to Platform and Dropbox
- Paper copy of contract in file
- Confirm HI with Buyers Agent (if applicable)
- Add all dates to calendar with notifications

- Notify sellers of HI date/time
- Review HI report & negotiate repairs Set up well inspection (if applicable, add lead?)
- Set up pest inspection
- Fuel tank info check and pro-rate
- Have seller select settlement agent
- Upload HI items to Platform and Dropbox, copy to file
- Update MLS listing
- Update Nest site, etc
- Order deed prep

## 3 WEEKS BEFORE CLOSING

- Check in with Buyers Agent - Lender timeline? Update seller
- Repairs requested? Assist sellers with scheduling
- Check w/sellers on timeline- movers, etc
- Check on utility transfers with Buyers Agent

## 2 WEEKS BEFORE CLOSING

- Check in with Buyers Agent
- Check in with Settlement agent

## 4-5 DAYS BEFORE LOAN COMMITMENT

- Check in with Buyers Agent- Appraisal done? LC on track?
- Are all contingencies removed?
- LC date? Upload amendment to Platform
- Upload HIRCA to Platform and Dropbox
- Upload other inspection items to Platform and dropbox
- Copies to file
- Confirm closing time with SA and agents
- Confirm final walk through
- Collect any remaining repair receipts and upload
- Send any remaining repair receipts to Buyers Agent
- Check in with Sellers for last minute questions
- Prepare closing gift

## CLOSING

- Get copy of settlement documents, check signatures, dates
- Scan commission check and settlement docs
- Upload copies of check and docs to Platform
- Email Keri with copies of check and docs
- Update seller address in CRM
- Update social media?
- Update Nest site and MLS?
- Thank you notes:
  - Seller
  - Settlement Agent
  - Buyers Agent