

SELLER CHECKLIST



PHASE 1 - LISTING YOUR HOME

- Sign all agency paperwork (e-signature)**
 - Listing Agreement
 - Working with Real Estate Agents
 - Residential Disclosure
 - Mineral Rights Disclosure
- Send deed to Client Care Manager**
 - Kristi Burkett / Kristi@919realty.com
- Make a key for Listing Agent**

PHASE 2 - ACCEPTING AN OFFER

- Sign all offer paperwork (e-signature)**
 - NC Offer to Purchase and Contract
- Due Diligence check**
 - Seller receives the check
 - Seller signs receipt of check
 - Seller deposits check (please deposit ASAP!)

PHASE 3 - INSPECTION & APPRAISAL

- Vacate home for inspection**
 - Leave crawlspace/storage unlocked
 - Plan to be gone for 2-3 hours
- Vacate for appraisal**

Please plan to be gone for 30+ minutes.
- Repairs**

Negotiate repairs OR considerations for repairs.
- SIGN ONE OF THE FOLLOWING (e-signature):**
 - Due Diligence Request & Agreement** (agreement to do repairs)
 - OR**
 - Agreement to Amend** (compensation in lieu of repairs)

PHASE 4 - PRIOR TO CLOSING

- Fill out and submit attorney checklist**

Checklist will be sent to you by Client Care Manager.
- Say 'YES' to deed preparation**

Client Care Manager will provide the details for the commission breakdown.

- Decide how you want to receive your proceeds**
 - OPTION 1: Pick up from attorney after 4pm on day of closing.
 - OPTION 2: Wire transfer directly in your account (small fee required).
- If you are NOT attending closing:**
 - Make appointment to meet with the closing attorney BEFORE the closing date.
 - Confirm appointment date and time with Client Care Manager or Listing Agent.
 - Leave required items (see below) on kitchen counter in plain sight.

PLEASE NOTE: Listing Agent will attend closing on your behalf **ONLY** to sign the closing statement. All other paperwork needs to be signed prior to closing.

- If you are attending closing:**

PHASE 5 - ALMOST THERE!

- Change your address at the post office**
- Contact to cancel or change service**

Schedule for one day after closing

 - Utilities
 - Cable
 - Home phone
 - Banks
 - Homeowners insurance
 - Internet
 - Cell phone
 - Credit cards

CLOSING DAY!

- Buyers final walk through**

Home should be clean and ready for final walk through the day BEFORE closing. Please have it as clean as you hope your new house will be.
- Leave required items on closing day:**

Please leave the following on kitchen counter in plain sight

 - Paid invoices for repair work
 - House keys
 - Pool fobs
 - Mail keys
 - Storage keys
 - Garage openers