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Real Estate Transaction Checklist

Use this handy checklist with your agent to ensure a smooth and successful transaction!

Pre-Listing • Listing Presentation • Listing Action Plan
Marketing Checklist • Initial Offer Checklist • Under Contract Checklist

Seller's Information:

Name: ______________________________

Address: ______________________________

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Ph: ______________ Fax: ______________

Email: ______________________________

DATE LISTED: ______________ **LIST PRICE: $** ______________

Pre-Listing

- ❑ 1. Order and Review Property Profile with Assessor's Tax Information
- ❑ 2. Note Ownership, Legal Name on Title and Legal Description of Property
- ❑ 3. Prepare Market Study
- ❑ 4. Enter into Computer Database
- ❑ 5. Send Confirmation for Listing Appointment
- ❑ 6. Prepare Personal Listing Information Package for Seller
- ❑ 7. Deliver Pre-Listing Information Package to Seller
- ❑ 8. Call to Confirm Appointment with Seller, Ask Pre-Appointment Questions
- ❑ 9. Present Market Study to Seller, Including Comparable Solds

Listing Presentation

- ❑ 10. Present Marketing Plan to Seller
- ❑ 11. Discuss Preparation Needed to Market Effectively
- ❑ 12. Plan Goals with Seller
- ❑ 13. Present Plan of Action to Seller
- ❑ 14. Suggest Financial Alternatives
- ❑ 15. Seller's Signature on Listing Contract and Addendum

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Listing Action Plan

- ❑ 16. Advise Staff of New Listing
- ❑ 17. Obtain Owner's House Plans, If Applicable
- ❑ 18. Measure Interior Room Sizes
- ❑ 19. Measure Exterior Home Dimensions
- ❑ 20. Review Lot Size, Land Use and Zoning for Property
- ❑ 21. Organize File in Proper Order
- ❑ 22. Make Contact Lists for Seller
- ❑ 23. Refer Seller to Agent in the Destination City
- ❑ 24. Order "Just Listed" Labels for Neighborhood Marketing
- ❑ 25. Call Owner to Schedule Caravan or MLS Tour
- ❑ 26. Prepare Feedback Fax or Email for Caravan/Tour Participants
- ❑ 27. Prepare Property Disclosures
- ❑ 28. Prepare Property Data Sheet for Office
- ❑ 29. Prepare Showing Instructions and Notify Office
- ❑ 30. Obtain Loan Company and Loan Number from Seller
- ❑ 31. Verify Current Loan Information with Lender
- ❑ 32. Research Loan Pre-Payment Penalties or Loan Assumption Requirements
- ❑ 33. Obtain Second Loan Company and Loan Number from Seller
- ❑ 34. Verify Second Loan Information with Lender
- ❑ 35. Review Most Recent Appraisal, If Available
- ❑ 36. Research Local Schools Information
- ❑ 37. Contact Homeowner Association Manager
- ❑ 38. Research Homeowner Association Fees
- ❑ 39. Order Copy of Association Bylaws
- ❑ 40. Obtain List of Homeowner Association Services
- ❑ 41. Obtain Copy of Complex Layout
- ❑ 42. Have Extra Key/Opening Instructions for Lock Box
- ❑ 43. Lock Box Installed
- ❑ 44. For Sale Sign Installed
- ❑ 45. Brochure Box Installed
- ❑ 46. Research Utilities/Electric Bills, Water Fees or Rates
- ❑ 47. Research Sewer/Septic System
- ❑ 48. Confirm Well Status with Well Report (in Specific Areas)
- ❑ 49. Determine Well Use as Household or Domestic
- ❑ 50. Confirm Well Production
- ❑ 51. Research Natural Gas Availability
- ❑ 52. Verify Propane Tank Lease Term and Rate
- ❑ 53. Obtain Soil Test Results
- ❑ 54. Obtain CC&Rs
- ❑ 55. Identify Most Significant Features
- ❑ 56. Identify All Amenities
- ❑ 57. Take Color Photos
- ❑ 58. Review and File Power of Attorney
- ❑ 59. Research and Note All Pro-Rations
- ❑ 60. Verify Rents and Deposits
- ❑ 61. Make and File Copy of Leases
- ❑ 62. Coordinate Showings with Tenant
- ❑ 63. Verify First Right of Refusal
- ❑ 64. Note Repairs and Maintenance
- ❑ 65. Provide Home Warranty Information

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- ❑ 66. Complete Home Warranty Application
- ❑ 67. Mail Home Warranty Application
- ❑ 68. Receive and File Completed Home Warranty
- ❑ 69. Enter New Listing into MLS System

Marketing Checklist

- ❑ 70. Add Property to Active Inventory List
- ❑ 71. Confirm Owner Has Copy of Listing Agreement
- ❑ 72. Proofread MLS Information
- ❑ 73. Arrange Home Staging, If Necessary
- ❑ 74. Prepare Marketing Flyer
- ❑ 75. Deliver Marketing Flyer to Seller for Review
- ❑ 76. Deliver Marketing Flyer to Brochure Box
- ❑ 77. Distribute Flyer to All Agents in Target Areas
- ❑ 78. Mail Flyer to Top 10% of Agents in Area
- ❑ 79. Add Property to Website, If Applicable
- ❑ 80. Schedule Broker's Caravan/Tour
- ❑ 81. Promote Property at Board Of Realtors® Meeting
- ❑ 82. Mail "Just Listed" Announcements to Neighborhood
- ❑ 83. Plan Print Advertising Campaign
- ❑ 84. Write Ads for Newspaper
- ❑ 85. Mail Copy of Newspaper Ad to Seller
- ❑ 86. Write Ad for Home Magazines
- ❑ 87. Mail Copy of Home Magazines to Seller
- ❑ 88. Review and File Loan Information
- ❑ 89. Update Loan Information in MLS, If Necessary
- ❑ 90. Send Feedback Faxes or Email to Agents After Showings
- ❑ 91. Review Feedback with Sellers Weekly
- ❑ 92. Review Weekly Market Study
- ❑ 93. Schedule Regular Calls to Seller to Discuss Marketing and Pricing
- ❑ 94. Pre-Qualify All Buyers, When Possible
- ❑ 95. Enter Price Change in MLS
- ❑ 96. Announce Price Change to All Agents
- ❑ 97. Change Price on Flyers
- ❑ 98. Deliver New Flyers, as Needed

Initial Offer Checklist

- ❑ 99. Offer Received
- ❑ 100. Contact Agent to Discuss Buyer's Qualification and Offer
- ❑ 101. Review Offer with Seller
- ❑ 102. Present All Needed Forms to Complete the Sale

Under Contract Checklist

- ❑ 103. Amend, Counter or Accept Offer
- ❑ 104. Deliver Signed Offer to Other Agent
- ❑ 105. All Parties Sign Contract
- ❑ 106. Provide Copy of Contract to Seller
- ❑ 107. Provide Copy of Contract to Selling Agent
- ❑ 108. Place Copy of Contract in Office File
- ❑ 109. Deliver Original Document to Agent
- ❑ 110. Notify Escrow of Sale/Open Escrow
- ❑ 111. Collect Earnest Money and Deposit in Escrow Account

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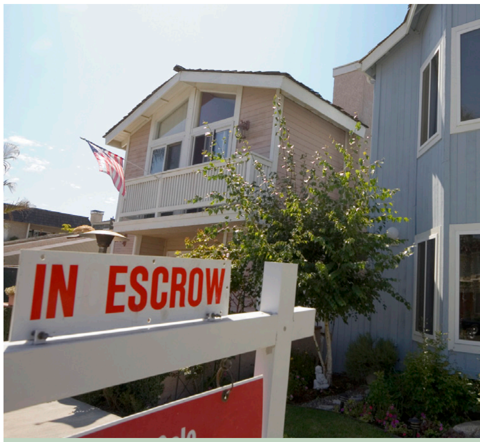

Real Estate Transaction Checklist

❑ 112. Deliver Copy of Contract and Addendums to Escrow Officer
❑ 113. Confer with Seller Regarding Additional Showings
❑ 114. Discuss Game Plan with Other Agent and Lender
❑ 115. Fax/Deliver Copy of Contract and Addendums to Lender
❑ 116. Confirm Purchaser Is Pre-Qualified
❑ 117. Review Credit Report Results/Review with Seller
❑ 118. Assist in Arranging Financing
❑ 119. Track and Receive Preliminary Report or Commitment from Title Company
❑ 120. Review Preliminary Report or Commitment
❑ 121. Note Title Insurance Requirements/Discuss with Seller
❑ 122. Satisfy All Title Insurance Requirements
❑ 123. Confirm Buyer Receipt of Preliminary Report or Commitment
❑ 124. Confirm Other Agent Receipt of Preliminary Report or Commitment
❑ 125. Schedule Appraisal
❑ 126. Provide Comparable Sales for Appraiser
❑ 127. Follow up on Appraisal/Appeal for Increase If Appraisal Is Low
❑ 128. Confirm Verifications of Deposit and Employment Have Been Returned
❑ 129. Contact Lender Weekly to Track Processing
❑ 130. Relay Loan Status to Seller
❑ 131. Confirm Buyer's Hazard Insurance
❑ 132. Provide Home Warranty for Closing
❑ 133. Coordinate Home Inspection and Review Home Inspection Results
❑ 134. Negotiate Payment and Completion of All Required Repairs
❑ 135. Complete Inspection Requirements
❑ 136. Order Septic Inspection
❑ 137. Receive and Review Septic Report
❑ 138. Deliver Copy of Septic Inspection Report to Lender and Buyer
❑ 139. File Copy of Septic Inspection
❑ 140. Order Well Flow Test
❑ 141. Receive and Review Well Flow Test Report
❑ 142. Deliver Well Flow Test Report to Lender and Buyer
❑ 143. File Copy of Well Flow Test Report
❑ 144. Order Water Quality Test
❑ 145. Receive and Review Water Quality Test
❑ 146. Deliver Water Quality Test to Lender and Buyer
❑ 147. File Copy of Water Test
❑ 148. Loan Approved
❑ 149. Confirm Closing Date/Discuss Scheduling with Escrow Officer
❑ 150. Coordinate the Closing with Seller's Next Purchase
❑ 151. Schedule Closing Time and Location with Seller
❑ 152. Discuss Closing Time Schedule with Lender
❑ 153. Discuss Closing Time Schedule with Other Agent
❑ 154. Schedule Closing Time with Buyer
❑ 155. Schedule Final Walk Through for Buyer
❑ 156. Request Closing Figures from Escrow Officer
❑ 157. Receive and Review Closing Figures
❑ 158. Request Closing Documents
❑ 159. Add Seller to "Past Client" Marketing Program
❑ 160. Ask Seller for Referrals

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