

Seller's Contract Closing Instructions

So Your In Contract!

Now What?

Closing Date: _____ MLS#: _____

Sellers _____ Contact #: _____

Address _____ EOM Copy:

Week 1 - WRITE IT DOWN

Change contract status in MLS

Send contract **ONLY** to:

Title Company: _____ Date: _____
(include title information form)

Contact#: _____ Fax#: _____

Follow up with phone to verify receipt of Fax or Email of contract.

Title Company: Date _____

Call both listing agent once a week for 1st two weeks.

Week 2 - WRITE IT DOWN

Update Manager and Office Files

Scheduled Inspections:

Home - Date: _____ Gas - Date: _____ Termite - Date: _____

Well - Date: _____ Septic - Date: _____

Request to Remedy (timeline per contract): Date: _____

Response Date: _____

2 - Weeks Before Closing - WRITE IT DOWN

In Contract Status _____ Date: _____

Home Warranty to Title Company: Date: _____

Seller's Contract Closing Instructions

Gas Line Warranty to Title Company: Date: _____

Contact title company every 3 days until closing:

Date: _____ Date: _____ Date: _____

Schedule Closing: Date: _____

Advise Seller's to schedule final readings on utilities and transfer or close.

(Water and gas may require someone present to turn on or read meter.)

2- Days Before Closing - WRITE IT DOWN

Update Manager and Office Files Date: _____

Contact Title Company check to on Buyer's Mortgage Company ready. Date: _____

Turn in form to have EOM returned (if held by YNHR). Date: _____

1 - Day Before Closing - WRITE IT DOWN

HUD (go over with Seller): Date: _____

Advise Seller's of amount needed for closing (if applicable). Must be Certified or Cashier's Check payable to Seller. Advise to bring Photo ID

Pick up closing packet.

Closing Day

MLS Status to Sold

Complete checklist (make required copies).

CONGRATULATIONS!