

# SELLER

## TRANSACTION CHECKLIST

- Listing agreement and agency disclosure signed
- Request documents from seller (loan statement, HOA, etc.)
- Create new listing on MLS and upload photos
- Order inspections
- Vet any offers received and present to seller
- Email fully executed agreement to Transaction Coordinator, Lender, buyer's agent, Escrow
- Confirm Earnest Money has been deposited
- Ensure all documents are signed
- Close of Escrow and Deed Recorded
- Congratulate seller and bring closing gift

