



SELLER FORMS CHECKLIST

These are the following forms you will need for each stage of your transaction. You can search for these forms in DocuSignCommand also has the same checklist items

In DocuSign, click ADD > DocuSign forms. Next select DocuSign Forms Group. It will then populate form groups. In the Select Group option, select Seller Forms. It will have all these needed forms as listed below

When signing on a Seller to begin listing their home

- Consumer Notice
- Wire Fraud Disclosure
- Listing Contract (Seller Agency Contract)- Exclusive Right to Sell Real Estate
- Seller's Property Disclosure
- Sellers Estimated Cost (Best to use BRIGHT MLS Cost sheets for accurate Tax cost estimates)
- Residential Lead Based Paint Hazards Disclosure (Conditional)
- Mortgage Payoff Request

When Property Under Contract

- Ratified Agreement of Sale (Each page is initial and last page is signed)
- Updated Seller's Cost Sheet
- Seller's Property Disclosure signed by the Buyer
- Cooperating Broker Compensation Agreement
- Reply to Inspection (if inspections elected)
- Deposit Money Notice
- Copy of Escrow Check
- Any Addendums
- Mortgage Commitment

When Property Settles

- Pre-Settlement Walk-thru
- ALTA/Hud