

Seller Agent Transaction Checklist

Pre-Listing

- Listing Agreement signed and uploaded
- Seller's Disclosure completed and uploaded
- Proof of ownership / mortgage payoff info collected
- HOA documents and disclosures (if applicable)
- Comparative Market Analysis (CMA) and pricing strategy prepared
- Professional photos and/or video scheduled
- Lockbox and yard sign installed
- MLS listing created and accuracy verified
- Lead-based paint disclosure uploaded (if built before 1978)
- Seller net sheet reviewed and signed

Active Listing

- Confirm listing live on MLS and syndicated to portals
- Track showings and feedback
- Provide market activity updates to seller
- Present all offers to seller promptly
- Review multiple offers with seller and advise on negotiation
- Prepare and upload counteroffers / addenda
- Ensure executed contracts uploaded to Dotloop

Under Contract

- Confirm earnest money received
- Title order opened with title company
- Executed contract provided to title and lender
- Inspection results and addenda uploaded
- Track inspection contingency removal
- Track appraisal order and results
- Negotiate repairs or credits with buyer's agent
- Update MLS status to Pending
- Provide seller with moving / utility transfer resources

Closing Prep

- Closing Disclosure (CD) reviewed with seller
- Final walk-through scheduled with buyer's agent
- Title/escrow provided with payoff statements
- Wire fraud prevention notice delivered to seller
- All required documents signed and uploaded
- Collect keys, garage remotes, manuals for buyer

Closing

- Attend or confirm closing completed
- Verify funds disbursed to seller
- Update MLS to Sold
- Provide final settlement statement to seller
- Close loop in Dotloop