



Greco Real Estate

Seller Client | Contract Checklist

Property Address:

Date of Closing:

Contact List:	Full Name / Company	Phone Number	Email
Seller			
Buying Agent			
Buyer			
Closing Agent			
Lender			
Inspector			
Contractor			
HOA Rep.			

Once Under Contract

Make sure you completely execute the contract and addenda with signed documents and have the party involved initial in all necessary places. Write up all key dates and send an email to the Buyer's Agent to confirm the following dates:

- Contract Effective Date:
- Earnest Money Due Date:
- Appraisal Due Date:
- Loan Application Due Date:
- Home Warranty to order?:
- Home Inspection Due Date:
- Condo/HOA Application Due Date:
- Title Evidence Due Date:
- 2nd Earnest Money Due Date:
- Loan Commitment Due Date:
- Other Contingency:

Contract Timeline

- 1.) Send fully executed contract and addenda to Buyer's lender and closing title company (not Seller's Property Disclosure)
- 2.) Received a copy of Earnest Money Deposit receipt from Buyer's agent or title
- 3.) Email a copy of the Seller's survey and/or title policy to Buyer's agent
- 4.) Inspection conducted within the Inspection Period deadline (Confirm utilities are on)
- 5.) Discuss Request For Repairs with Seller
- 6.) If agreed, complete home inspection repairs by deadline on the addendum
- 7.) Send repair receipts to Buyer's agent
- 8.) Prepare to meet appraiser at the Seller's home
- 9.) Confirm Buyer has received Loan Approval within deadline
- 10.) Ask Buyer's agent if Buyer has secured their property insurance for closing
- 11.) 1 week from Closing: Follow up with Buyer's agent, lender and title
- 12.) Sign a Commission Disbursement Authorization with Broker and email a copy to title
- 13.) Remind the Seller they must leave the utilities on until the day AFTER Closing
- 14.) Day of Closing: Confirm Buyers have placed all utilities in their name
- 15.) Receive and review Closing Statement with Seller
- 16.) Sign Final Walk-Thru Form with Buyer
- 17.) Confirm Sellers are leaving the new owner garage/gate door openers, keys, HOA info., and all other information needed to transfer the property
- 17.) Closing gift

Utility Companies & Vendors

Title	Name	Phone Number
Water		
Sewer		
Cable		
Water		
Garbage		
Pool		
Gas		
Yard		