



HOME SELLER'S CHECKLIST

Chose an Agent

Name _____
Company _____
Phone # _____
Fax # _____
Email _____

Chose Qualified Intermediary
For 1031 Exchange (if applicable)

Company _____
Phone # _____
Fax # _____
E-Mail _____

Gather Necessary Documentation

Mortgage Payoff Information _____
Estate Documents (if applicable) _____
Trust Documents (if applicable) _____

Foreign Sellers

Subject to IRS withholding under Federal Investment in Real Property Tax Act _____

Review Contracts

Contract #1 _____

Contract #2 _____

Contract #3 _____

Ratified Contract: _____ Date: _____

Send Contract to Lighthouse Title

Branch: _____
Processor _____
Phone # _____
Fax # _____

Termite Inspection

Who Orders and Pays _____
Company Name _____
Inspection Received _____

Moving Company:

Name _____
Phone # _____
Estimate \$ _____

Transfers Utilities:

Buyer/Seller Agreed Upon Date of Transfer _____

Electric _____ Water _____
Gas/Oil _____ Telephone Co. _____
Cable/Satellite _____

****REMEMBER**DO NOT HAVE UTILITIES SHUT OFF PRIOR TO CLOSING****
****ALL UTILITIES MUST BE ACTIVE FOR FINAL WALK-THROUGH****

Settlement

Date _____
Time _____
Location _____

RENT BACK

Agreement Signed _____
Rent Back Through _____
Rent Back Per Diem Buyer's PITI + HOA/ Condo _____ Per diem \$ _____
Security Deposit \$ _____ Held By _____

10600 Arrowhead Drive • Suite 150 • Fairfax, VA 22030 • 703-359-0400 • FAX 703-359-0618
4620 Lee Highway • Suite 215 • Arlington, VA 22207 • 703-465-8002 • FAX 703-465-8003
1320 Old Chain Bridge Road • Suite 415 • McLean, VA 22101 • 703-847-0600 • FAX 703-848-9814
1308 Devil's Reach Road • Suite 201 • Woodbridge, VA 22192 • 703-490-9519 • 703-490-3701