



HOME SELLER'S CHECKLIST

Chose an Agent

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

Chose Qualified Intermediary
For 1031 Exchange (if applicable)

Company _____
Phone# _____
Fax# _____
Email _____

Gather Necessary Documentation

Mortgage Payoff Information _____
Estate Documents (if applicable) _____
Trust Documents (if property in trust) _____

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 \$ _____

Transfer 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 _____