

WINDSWEPT PROPERTIES ~ 401-364-8946

SELLERS CHECK LIST

Client's Name	Property Address	Deadline	Date Completed
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Pull Field Card, Plat Map & Deed at Town Hall			
Create Listing Folder with all Forms			
Create CMA and Listing Proposal			
Sign Listing with Client			
Get keys from Client			
Plan Open Houses with Client			
Take Brochure Pictures			
Put Signs out			
File to Office Administrator for Review & Approval			
Enter new listing into MLS within 24 hours			
Order Rider Signs			
Create Brochures			
Create and Maintain Listing Calls Log			
Create and Sign Purchase & Sales Agreement			
Get all Deposits			
PENDING Sign to Property			
Enter PENDING into MLS w/in 24 hrs			
Conduct Inspections			
Fax Purchase & Sales Agreement to Lender			
Confirm Appraisal			
Settle Inspections			
Get Mortgage Commitment Letter from Buyer			
Confirm Closing			
Water Meter Reading			
Smoke & CO Certs- Less Than 60 days Prior to Closing			
Current Mortgage Information: #, SS#			
Oil/Propane Reading (Put on HUD)			
FAX COMMISSION STATEMENT			
Closing Walk Thru			
CLOSING			
Remove Signs from Property			
Enter SOLD into MLS within 24 hours			
SUGGESTIONS FOR SELLERS:			
Discontinue Water Service & Sewer			
Last/Final Reading or Disconnect Electric			
Disconnect Phone			
Disconnect Cable			
Disconnect/Transfer Satellite			
Disconnect/Transfer Security System Contract			

