

## HOME SELLER

### *Transaction Summary*



**SELLER:**

**PROPERTY ADDRESS:**

**BUYER:**

**FUNDS:**

Purchase Price:

Earnest Money:

EM Released?

**TITLE:**

**IMPORTANT DATES:**

Mutual:

Closing:

Possession:

**ESCROW:**

**NOTES:**

**IMPORTANT DEADLINES:**

**DATE DUE:**

- ☐ Earnest money due to escrow:
- ☐ Earnest money released to seller:
- ☐ Seller disclosure right to rescind:
- ☐ Buyer to complete loan application:
- ☐ Home inspection:
- ☐ Title review:
- ☐ Info verification period:
- ☐ Appraisal completed and received:
- ☐ Final buyer walk through:
- ☐ Seller signing appointment:
- ☐ Buyer signing appointment:

**SELLER TO DO'S:**

- ☐ Complete and return Seller Packet to Escrow
- ☐ Schedule movers
- ☐ Add earthquake strap to hot water tank before appraisal
- ☐ Organize and pack (don't forget attic and sheds)
- ☐ Final clean of the property
- ☐ Final mow of yard, pull weeds, etc.
- ☐ Closeout utilities (week of closing)
- ☐ Cancel home owners insurance (week of closing)
- ☐ Review Moving Guide for change of address checklist
- ☐ Setup utilities at new property
- ☐ Schedule signing with escrow
- ☐ Hard reset items left behind such as Ring or Nest
- ☐ Return modem and cable box
- ☐ Write a review about your experience working with me on your favorite website (Zillow, Google, Yelp, Realtor.com)

**CONTRACT CONTINGENCIES:**

- ☐ Info verification (Form 21)
- ☐ Seller disclosure (Form 17)
- ☐ Financing (Form 22A)
- ☐ Title (Form 22T)
- ☐ Inspection (Form 35)
- ☐ Resale certificate (Form 27)
- ☐ Contingent sale (Form 90L)
- ☐ Septic (22S)
- ☐ Other: \_\_\_\_\_

**'DO NOT PACK' KIT TO LEAVE  
FOR NEW HOMEOWNERS:**

- ☐ Keys and fobs
- ☐ Mailbox keys
- ☐ Storage keys
- ☐ Garage remotes
- ☐ Fireplace and/or AC remotes
- ☐ Appliance manuals
- ☐ HVAC filters
- ☐ Garbage/recycle/yard waste schedule
- ☐ Neighbors' contact information
- ☐ Codes for alarm, garage or entry
- ☐ List of service professionals who have helped maintain the home

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