

Offer to Close

Checklist for ByOwner Sellers

Accepting the Offer

- Ask the buyer for a pre-approval letter. If possible talk to their lender.
- Choose a title company
- Make sure everything agreed on verbally is included in the contract

After the Contract is Signed

- Deliver the contract to the title company and order the title.
- Follow up with the title company on the buyer's deposit - make sure it is deposited on time.
- Enter in your calendar the deadlines for all contingencies in the contract.
- Contact the buyer and title company weekly.
- Coordinate with the buyer the access for the home inspection and termite inspection.
- Meet with the appraiser. If you have made major home improvements give the appraiser copies of the invoice. Supply any info on the neighborhood that may be helpful.
- Coordinate necessary repairs, get invoices.
- After the closing date and time is set by the title company, call and cancel utilities. Make sure the buyer knows that they have to turn the utilities on or before the closing date.

At Closing

- Coordinate the walkthrough on the date of the closing.
- Check the HUD Statement, make sure everything is correct.