

SELLER CONTRACT TO CLOSE	Date/Check	Notes
Pend Listing in MLS		
Post Sale Pending Ryder		
Send House Information Sheet to Seller		
Send HOA Documents to Buyer's Agent, if available		
Inform Buyer's Agent of Closer		
Send Contract to Title Company		
Provide Seller Mail-Away Option		
Survey & Title Policy to Closing, if applicable		
Home Inspection/WDO		
Sign Repair Request Form, provide contact information for contractors and inform seller to use licensed services		
Home Warranty, Order and Send to Closer		
Send Moving Checklist		
Lender Approval Letter		
Confirm House Appraised		
Convert Utilites/Cancel Homeowner's Policy (if CLOSING on FRIDAY, WARN SELLERS CITY AGENCIES ARE CLOSED, EXTEND UNTIL MONDAY)		
Inform Sellers to Leave Keys, Garage Openers, Mailbox, Codes, etc in Home on Kitchen Counter		
Confirm Closing Time		
Inform Seller of Amount to Bring in Cashier's Check if Short Sale		
Walk-Thru Appt'. & Arrange Key to Closing		
Lockbox and Sign Pick-up		
Invoices Not Paid by Seller, Send to Closer, Attach to Contract		
Comfirm HUD Commission		
Close in MLS/P'up Commission Check		
\$295 Transaction Fee added to closing statement		
Future address of seller		
Inform agent all sales credit to BP		
Add sale to Zillow/Truila/Realtor.com		
Thank You Note/ Feedback Survey		
Zillow Review Request-LJ		