



SELLER TO-DO CHECK LIST



SELLER NAME

Done?	To-Do Task	Seller	Title Co	Selling Agent
	Listing Agreement Shared			
	Seller Contact Information Shared			
	REPC Shared			
	Addendum 1 Shared			
	Addendum 2 Shared			
	Addendum 3 Shared			
	Addendum 4 Shared			
	Addendum 5 Shared			
	Addendum 6 Shared			
	Addendum ____ Shared			
	Fully Executed SPCD			
	Title Co Information Shared			
	Commission Information Shared			
	Split Info. / PR Shared			
	PR Shared			
	Closing Appt. Information Shared			

PROPERTY ADDRESS:

CURRENT ADDRESS:

REPC DEADLINES

SPCD: _____

BUYER DUE DILIGENCE: _____

FINANCING & APPRAISAL: _____

SETTLEMENT: _____

POSSESSION: _____

Date:		
Time:		
Appt. Confirmed:	Seller:	Seller Agent:
Report Due Date:		
Report Rcvd Date:		

HOME INSPECTION

Date:		
Time:		
Appt. Confirmed:	Seller:	Selling Agent:
Report Due Date:		
Report Rcvd Date:		

APPRAISAL

Date:		
Time:		
Appt. Confirmed:	Seller:	Selling Agent:

FINAL INSPECTION

Date:		
Time:		
Appt. Details Confirmed:	Seller:	Title Co:
	Selling Agent:	

SETTLEMENT