

Home Selling Process Checklist

Task	Date
Signing the representation contract with your Real Estate Agent	
Photographs to be taken	
Listing is posted on MLS and social media	
Sign placed (as agreed)	
Agent informs other agents of the listing	
Agent fields inquiries	
Agent communicates status	
Offer received and forwarded to you	
Offer accepted, countered, or rejected	
If offer accepted, signed by all parties	
Closing office determined	
Order a termite inspection	
Review termite inspection report and address issues if needed	
Buyer orders property inspection	
Review property inspection report and negotiate repairs if necessary	
Complete agreed-upon repairs or allocate funds at closing	
Buyers lender orders appraisal	
Review appraisal results and discuss options if the value is lower than contract price	
Buyer receives final credit approval	
Respond to any requests from closing attorney	
Review and sign closing documents (notarization required)	
Return signed documents via email or overnight mail	
Buyer conducts final walk-through	
Attend closing (agent will represent you if needed)	
Receive proceeds from sale	

A courtesy of REAGentcomm.com