

Unrepresented Seller Reminder of Contract Obligations

Thanks for the opportunity to work with you. I respect your decision to represent yourself in the sell of your home or land. As the Buyer Broker, I am obligated to represent the Purchaser's best interest and to provide guidance and advice to them. However I am able to provide skills, referred to Ministerial Acts, which require no use of my own judgment or opinion to facilitate getting this transaction to closing as smoothly as possible. The following checklist is provided to you to ensure my client's purchase is done in a smooth and timely manner as well as to assist you as a reminder of your obligations made in the contract agreement. It is not the sum total of your obligations as seller, but a reminder on behalf of my client to ensure a smooth transaction. All questions and inquires should be made to your attorney. I cannot provide any advice or guidance.

Task

Completed

- | | |
|--|--------------------------|
| Forward contract to your Attorney within 10 days of ratification | <input type="checkbox"/> |
| Ensure property access is available to Inspectors / Appraisers | <input type="checkbox"/> |
| Order HOA / POA / Condo or Time Share documents and deliver | <input type="checkbox"/> |
| Order Termite Inspection to be done within 30 days of closing | <input type="checkbox"/> |
| Have Septic Tank Emptied and Inspected if agreed in Contract | <input type="checkbox"/> |
| Ensure utilities are on till at least the day of closing | <input type="checkbox"/> |
| Ensure all home inspections are completed according to the terms of our agreement and receipts brought to closing. | <input type="checkbox"/> |
| Ensure access is available for Purchaser's walk thru | <input type="checkbox"/> |
| Bring government issued photo ID to closing | <input type="checkbox"/> |
| Bring all keys and garage door openers to closing | <input type="checkbox"/> |

Note: You are reminded that funds from your sale will not be available at closing. Please consult with your attorney if are unclear as to why.

