



RISE  
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REALTY

## Seller Schedule

Once the Listing Contract is signed and your listing goes “live”:

- 1) Showings will be scheduled through my showing service.
  - a) Their staff will call or text you to confirm time and day.
  - b) An email feedback is immediately sent to the showing agent.
  - c) I will contact you weekly with feedback. Please allow one week of showings for feedback. Some agents are part time or hard to reach.
  
- 2) When an offer is made:
  - a) I will contact you immediately and present the offer over the phone. I will not recommend any offer to be accepted by you until I verify the buyer’s ability to obtain financing.
  - b) If there are multiple offers, we will go over all offers at once. (unless otherwise requested by you)
  
- 3) When the offer is accepted:
  - a) The buyer will set up a home inspection. I recommend the home owner **not** be present during the inspections. The Buyers’ agent will attend the inspection. b) After a satisfactory Home inspection, we will be presented with a PICRA which will have a list of buyer requested repairs. We will review and I will negotiate with the buyers agent.
  - c) Once we agree on repairs, we will “ratify” the PICRA and our deal will be locked in.
  - d) I will help you locate and schedule repairs with licensed contractors/handy men.
  
- 4) The buyer’s bank and closing attorney/ title company will do the following:
  - a) Hire a certified appraiser to appraise your home. Typically done within 2 weeks of having a ratified PICRA.
  - b) Flood certification (if applicable)- determine if property is in a flood zone c) Survey (if buyer chooses)- to ensure there are no encroachments or easements on your property.
  - e) Title search- to ensure buyer and bank of clean equitable title
  - f) Title insurance-(for the buyer)
  - g) Obtain seller’s mortgage payoff and discharge

h) Conduct the closing of escrow

i) Record new deed, mortgage and sellers' mortgage discharge

After all this information is obtained and all the buyers job, bank and credit information is verified, the bank will issue a final closing disclosure, followed by a "clear to close." **KEEP PAYING YOUR MORTGAGE, INSURANCE, TAX AND UTILITY BILLS UNTIL CLOSING.** It is the sellers responsibility to keep all utilities on while the buyer is conducting inspections and final walkthrough.

## SELLERS' CHECKLIST

\_\_\_\_\_ 1.) Please provide all receipts for any repairs completed via the buyers PICRA list.

\_\_\_\_\_ 2.) 1-2 days prior to closing, buyers will do a walk through at the property.  
**\*\*ALL UTILITIES MUST REMAIN ON FOR FINAL WALKTHROUGH\*\***

\_\_\_\_\_ 3.) Notify utility companies regarding your impending move: electric, phone, gas, oil and cable companies 2-3 days prior to closing.

\_\_\_\_\_ 4.) Provide a change of address for the following: driver's license, bank accounts, credit cards, place of employment, insurance companies, subscriptions, post office, doctors, dentists and dog license.

\_\_\_\_\_ 5.) You will need to bring the following items with you to closing:  
- Keys to all doors and garage door remote openers  
- Driver's license(s)  
- Any additional information for the new owner  
- Smoke detector certification  
- Final water reading paid receipt

List of friends and family that will benefit from my professional services.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

