

Home Seller's Checklist

Use this form to keep track of the many stages of the escrow process. Your escrow officer and the buyers' loan officer will be aware of all the details, but it helps if you keep abreast of the needed steps to keep your sale on track.

Escrow number _____

Date escrow opened _____ Estimated closing date _____

Escrow office _____

Name of escrow officer _____

Telephone number (office) _____ (cell) _____

Name of officer assistant _____

Buyers' name(s) _____

Buyers' phones (home) _____ (cell) _____

Title Company _____

Buyers' Fire Insurance provider _____

Listing agent _____

Phone (office) _____ (cell) _____

Selling agent _____

Phone (office) _____ (cell) _____

Deposit to be increased to \$ _____ on _____ (date)

Date preliminary title report received _____

Date appraisal ordered _____ Date of appraisal _____

Name of appraiser, company _____

Appraiser phone (office) _____ (cell) _____

Termite inspection and report completed by _____ (date)

Home inspection approved by buyer

Commitment letter from lender

Loan docs signed by buyer Loan funded

Sale recorded Dispersal and final papers received