

DOCUMENT CHECKLIST FOR SELLERS

Gathering this list of documents and information ahead of time will make the entire process less stressful and flow more smoothly:

- ♦ Copy of Warranty Deed or Legal Description
- ♦ Copy of Survey (and Septic Survey, if applicable)
- ♦ Copy of Appraisal, if available
- ♦ Copy of any HOA documents, newsletters, latest minutes and budget
- ♦ Copy of termite bond and/or renewal, if applicable
- ♦ Any Floor Plans, Seasonal Pictures or Other Selling Tools
- ♦ Pass codes for security system & Gate code, if applicable
- ♦ Sellers Property Disclosure, completed and signed
- ♦ Community Association Disclosure, completed and signed
- ♦ Lead Based Paint Exhibit, if applicable
- ♦ Exclusive Seller Listing Agreement, signed

As a courtesy to your future Buyer, they will appreciate receiving these items:

- ♦ Home Repair & Maintenance Records
- ♦ Manuals and Warranties for appliances and systems
- ♦ Past Utility Bills
- ♦ Pre-Inspection Report, if applicable