

# TRANSACTION CHECKLIST

## SELLSIDE

ROARING AGENT

- Get Signed Agreement/Turn It In
- Open Escrow
- Put All Deadlines Into Your Calendar
- Mark Pending In MLS
- Update Client In Your CRM
- Confirm Earnest Money Deposited
- Stay Updated With Title and Lender
- Negotiate Repairs
- Facilitate Work With Allied Contractors
- Ask For A Referral
- Update Your Brokerage File
- Confirm With Lender Closing Date
- Ask For An Online Review
- Confirm Repairs Are Completed
- Schedule Signing
- Seller Prepared For Final Walkthrough
- Extra Keys, Garage Opener Set Aside
- Order Sign Down
- Send Thank You Notes
- Prepare Just Sold Postcards
- Prepare Just Sold Social Media Posts
- Update Client In CRM
- Mark Sold In MLS
- Remove Lockbox And Other Items

### NOTES

Agent \_\_\_\_\_

Lender \_\_\_\_\_

Title \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Close Date: \_\_\_\_\_

Earnest Money: \$ \_\_\_\_\_

Earnest Money Due Date: \_\_\_\_\_

Ask for Referral/Review

ROARING AGENT