



LISTING AGENT TRANSACTION CHECKLIST

SELLER:

CLOSING DATE:

- ☐ MEET WITH SELLER & SIGN LISTING AGREEMENT
- ☐ SELLER TO SIGN BROKER REP FORMS
- ☐ COMPLETE SELLER'S DISCLOSURE NOTICE
- ☐ RUN CMA & ESTABLISH LIST PRICE
- ☐ GATHER SURVEY, HOA DOCS, & TAX INFO
- ☐ ORDER PROFESSIONAL PHOTOS & PREP MARKETING
- ☐ LIST PROPERTY IN MLS
- ☐ SCHEDULE SHOWINGS
- ☐ PRESENT ALL OFFERS TO SELLER
- ☐ SEND EXECUTED CONTRACT TO BUYER'S AGENT, LENDER, AND TEXAS EXCEL TITLE
 - SELLER'S DISCLOSURE SURVEY
 - ALL OTHER APPLICABLE ADDENDUMS
- ☐ CONFIRM EARNEST & OPTION MONEY RECEIVED VIA ZOCCAM
- ☐ COORDINATE INSPECTION ACCESS
- ☐ NEGOTIATE REPAIRS/AMENDMENTS
- ☐ CONFIRM APPRAISAL SCHEDULED
- ☐ REMIND SELLER TO SCHEDULE MOVE & TRANSFER UTILITIES
- ☐ ORDER CLOSING GIFT
- ☐ REQUEST CDA FROM YOUR BROKER AND SEND TO TEXAS EXCEL TITLE
- ☐ REVIEW FINAL CLOSING DISCLOSURE WITH SELLER
- ☐ SCHEDULE CLOSING DAY WITH TEXAS EXCEL TITLE
- ☐ CONFIRM FINAL WALK-THROUGH COMPLETED
- ☐ CELEBRATE!

Closing Day!

NOTES