

Moving People in a Positive Direction

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ORANGE • OSCEOLA • LAKE • POLK • SEMINOLE

ORLANDO METRO
REALTY TEAM

Below is a detailed list of all the steps that will take place in selling your home from the signing of the listing agreement to the removal of the yard sign. These are all the tasks that The Orlando Metro Realty Team will complete to ensure that your home is sold without any gaps or holes throughout the process.

Don't be overwhelmed by this list! It is our job to complete all these tasks, so you remain worry-free through the process.

Meeting with Client

- Listing Presentation
- Sign Agency, Listing Agreement, Authorization to Exclude
- Get copy of loan payoff info
- Get copy of key
- Get all property info from seller to complete marketing materials
- Install Lockbox

Listing and Marketing Preparations

- Home Preparation Projects (if applicable)
 - Schedule all vendors at property for bidding
 - Review bids with client, set schedule for home prep
- Order HOA docs, if applicable
- Take photographs of property
- Highlight & prepare all seller's disclosures and deliver to client
- If trust is involved, get copy of trust to escrow
- Order "Just Listed" Cards, no later than Monday before open house
 - send to neighborhood
 - send to my network
- If condo, request rules and regulations and other documentation, hire condo doc adviser
- Advise client to see accountant for tax info
- Advise client to secure valuables
- Review all inspection reports with client, if shared from buyer
- Review all signed disclosures with client
- Review HOA docs with client, if applicable

- Review photos and virtual tour
- Order flyers
- Decide on advertising vehicles with deadlines for publication
- Send copy of advertising / marketing materials to client
- Order sign for yard, hang rider
- Create disclosure binder
- Check client's schedule for broker tour and/or open house
- Send email to clients of new listing
- Create agent sheet for broker tour

On the "Market"

- Enter in MLS, turn in copy to office staff
- Post on website and community board with open house dates
- Give property info to a minimum of 10 agents to market to their circle of influence
- Verify or Post listing on Realtor.com, Zillow.com, Trulia.com, OrlandoMetroRealty.com and other applicable websites
- Review specific showing instructions with seller
- Hold broker tour
- Hold open house

Contract and Sale

- Create spreadsheet of Summary of Offers for presentation
- Prepare counter offers
- Verify contingency periods and pre-approval with Lender

Initial Escrow Period

- Report pending sale on MLS, print out & hand in to the office staff
- Confirm buyer has received all disclosures
- Give copy of contract to client
- Record contingency dates in calendar
- Verify lender has received a copy of the contract and preliminary title report
- Contact lender, confirm time frames – appraisal, contingency
- Verify deposit in escrow
- Verify appraisal appointment and prepare comps for appraiser
- Review reports and disclosures signed & received by buyer

Contingency Removal

- Confirm Loan Approval Conditions
- Get copy of buyer's deposit check from title
- Remove Contingencies: Finance, Property, Lead, Disclosures

- Remind seller to request final bills from utilities

Close

- 7 days prior to closing, verify buyer's loan docs are in title
- Schedule closing with escrow officer
- Email copy of seller's final closing statement to seller for review
- Coordinate key exchange at closing, collect garage door openers & remotes
- Verify MLS has proper date for closing and agent/broker information
- Remove lockbox
- Remove yard sign
- Follow up