

Seller "Get Ready" Checklist



Let's get started! Please provide the following where applicable and available:

- A copy of your Warranty Deed.
- A copy of your Plat or Survey.
- A copy of your Floor Plan.
- Quit Claim Deed(s)
- Most Recent Property Tax Records
- Divorce, Bankruptcy, or Similar Court's "Permission to Sell" Documents
- Two copies of your Front Door Key. If there are doors that are keyed separately that a buyer would want opened (e.g., storage shed, crawl space) please include copies of those keys as well.
- Alarm System Instructions
- Loan Payoff Information
- Any Appraisals Done on the Property
- Transferable Home Warranty Information
- Transferable Appliance Warranty Information
- Termite & Pest Control Service Agreements and Transferable Bond Information
- Neighborhood Contact List / Directory
- Copy of Community CCRs
- Additional Community Association Information:
 - Storage Unit #: _____
 - Mailbox #: _____
 - Parking Space(s) #: _____
 - Gate Code / Access Code: _____
- Utilities:
 - Electric Provider: _____
 - Gas Provider: _____
 - Trash Pick-Up Provider: _____
 - Water/Sewer Provider: _____
 - Cable Provider: _____
 - Internet Provider: _____