# Contract Process - Sellers (Supreme)




*****Upload All documents into DTR*****

## Offer Received

- [ ] Reviewed by Seller
- [ ] Options Discussed

## Negotiate and Respond

- [ ] Accepted
- [ ] Rejected
- [ ] Countered

## Under Contract

- [ ] Contract executed (Signed) - (w/ addendums, Counters, Extensions, etc)
- [ ] Loan Pre-Approval Letter Received
- [ ] Closing Attorney/Coordinator Established

## Due Diligence

- [ ] Inspections Done

- [ ] Termite Certificate Obtained
- [ ] Homeowners Insurance Addressed
- [ ] Flood Insurance Addressed (Transferred?)
- [ ] Survey (if needed)
- [ ] Utilities  (List Given to Buyer)

## Post Due Diligence Period

- [ ] Inspection Repairs Requests Form Completed
- [ ] Required Repairs Done
- [ ] Repair documentations Obtained (receipts, invoices, pictures, bills, etc)

## Loan Progress

- [ ] Estimated Loan Approval Date Confirmed
- [ ] Appraisal Ordered
- [ ] Loan Conditions Established

## Loan Finalized

- [ ] Loan Conditions Meet
- [ ] Appraisal Done
- [ ] Loan Approved (Ready for Closing)

## Pre-Closing

- [ ] Termite Certificate (Need for Closing?)
- [ ] Utilities Transfer/Disconnect Setup - (Give Buyer a grace period post Closing Date)
- [ ] Final Walk-Through (Request from Buyer's Agent)
- [ ] Deposit Check (Request from Broker?)
- [ ] CD / HUD Reviewed

## CLOSING DAY!

- [ ] Closing Instructions from Closing Company
- [ ] Deposit Check
- [ ] Termite Certificate (if needed)

- [ ] Necessary Documentations

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