

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