

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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