

**It doesn't matter whether you are selling your home as a short sale, traditional seller, or as a For Sale By Owner (FSBO) your checklist for home sale or purchase is identical. There are certain things on a home selling checklist that every responsible seller should do.**



- ☐ Obtain a fully executed Purchase/Sales Contract.
- ☐ Upload, Fax or Email your Purchase Agreement (Contract of Sale) to Monarch Law & Title. You can [upload Purchase/Sale Contract](#). Our Email is [title@monarch-Titleco.com](mailto:title@monarch-Titleco.com) or we may be reached by fax: (407) 964-1333.
- ☐ Contact Monarch Law & Title at (407) 377-5585. *Please let us know if there are any unusual circumstances regarding the sale.*
- ☐ Provide our agent with a statement showing the name, address, account number and social security number of all outstanding Mortgages or Home Equity Loans on the property.
- ☐ If the property is a Condominium, please supply us with the name and address of the management agent to whom you pay your condo fees, along with your account number.
- ☐ If the seller is a corporation, a limited partnership, or limited liability company, please produce a Certificate of Good Standing that is no more than 30 days old. In the case of a Corporation, we also need certified copies of corporate resolutions authorizing the sale of the property.
- ☐ The Termite, Septic and Well Certifications (if applicable) should be sent to the lender at least one week prior to settlement.

- ❑ Contact our agent immediately if: you will need the Deed pre-signed or if a Power of Attorney will be utilized, or if sale documents will be mailed to you for execution.
- ❑ Provide our agent with any unrecorded instruments that potentially affect the title, i.e.: leases

**What to Bring at Closing:**

1. Confirm the driving directions to Monarch Law & Title.
- 2. Photo identification (passport, driver's license, or state-issued identification card)**
3. Review all settlement and title insurance documents with the closing agent.
4. Bring all current warranties on home equipment and appliances.
5. Obtain evidence of all inspection requirements as stated in the Contract of Sale.
6. Bring your keys, garage door openers, & information on the alarm system if possible.
7. Invoices for any unpaid taxes, utilities, assessments, etc.
8. Any items to pass on to the Buyer such as association payment coupons, warranties, etc.
9. Garage door opener, keys, access cards or the like
10. Any additional documentation that Monarch Law & Title has asked you to provide.

Contact us at [title@monarch-titleco.com](mailto:title@monarch-titleco.com) or at 407-377-5585.

Download our [Instant Net Sheets](#), impress them with an immediate estimate of their closing costs and estimated net proceeds along with your knowledge of the industry and marketing expertise. It is also helpful for assisting with the decision to accept or counter an offer from a potential buyer.