Checklist on Selling side

Client's Name: ____________________

Stage One: Find the perfect property for your client.

- ☐ Set up Link for buyer, if any.
- ☐ Make appointment, Cancel if any.
- ☐ Make offer and present it.

Stage Two: Bring the deal to its final conclusion.

- ☐ Submit deposit and get receipt if offer accepted within the time period on the offer.
  Make copy of Cheque, Receipt & your Business card together.
- ☐ Fax: **MLS listing & offer** to ☐ **Buyer's Lawyer** **&** ☐ **Buyer's Mortgage institution**
- ☐ Fax following documents to deal secretary. Indicate if client is referred by *JDL Realty* .
  - ☐ **Deal Information sheet**
  - ☐ **MLS listing**
  - ☐ **Agreement of Purchase and sale**
  - ☐ **Confirmation of Co-operation**
  - ☐ **Indentification record**
  - ☐ **Receipt & fund record**
  - ☐ **Buyer Agency Agreement**
  - ☐ **Working with a Realtor**
  - ☐ **Buyer's Lawyer Contact Info**
  - ☐ **Registrant's Statement as Buyer. (if agent purchasing the property for own)**
- ☐ Check: Conditions, Deadline.
- ☐ Arrange home inspection, get status certificate (if condo).
- ☐ Call buyer to confirm mortgage within deadline.
- ☐ Contact buyer for lawyer's information.
- ☐ Exchange lawyer's info with listing agent and inform deal secretary.
- ☐ Get waivers or amendment. Delete link.
- ☐ Send Waivers / Amendment to : ☐ **Deal Secretary** ☐ **Buyer's Lawyer** ☐ **Listing Agent**

Stage Three: After the deal is firmed.

- ☐ Send newsletter to Neighborhood.
- ☐ Arrange buyer visits before closing.
- ☐ Call client on closing day. Update database.
- ☐ Send "Thank You" card after closing.
- ☐ Check commission status.

* Internal & Confidential. Please do not show this list to other brokerage.*