

## Sellers' Progress Checklist

Please fill out the following information to track your responsibilities during the transaction.

### Preliminary title report

Target completion date: \_\_\_ / \_\_\_ / \_\_\_ Actual completion date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

### Satisfaction letter from lender

Receipt date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_

### Utility readings (additional attached, if needed)

Utility type: \_\_\_\_\_ Completion date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_

Utility type: \_\_\_\_\_ Completion date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_

Utility type: \_\_\_\_\_ Completion date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_

### Utility payments (additional attached, if needed)

Utility type: \_\_\_\_\_ Receipt date: \_\_\_ / \_\_\_ / \_\_\_

Utility type: \_\_\_\_\_ Receipt date: \_\_\_ / \_\_\_ / \_\_\_

Utility type: \_\_\_\_\_ Receipt date: \_\_\_ / \_\_\_ / \_\_\_

### Home warranty policy (if applicable)

Completion date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_

### Repairs completed (list each separately, additional attached, if needed)

Repair: \_\_\_\_\_ Target completion date: \_\_\_ / \_\_\_ / \_\_\_ Actual completion date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

Repair: \_\_\_\_\_ Target completion date: \_\_\_ / \_\_\_ / \_\_\_ Actual completion date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

Repair: \_\_\_\_\_ Target completion date: \_\_\_ / \_\_\_ / \_\_\_ / Actual completion date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

**Prepare deed (attorney)**

Receipt date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

**Arrange for payment of transfer taxes**

Target completion date: \_\_\_ / \_\_\_ / \_\_\_ Actual completion date: \_\_\_ / \_\_\_ / \_\_\_

Has this been started yet? Please circle one: YES / NO

Additional notes: \_\_\_\_\_

**Set closing date**

Completion date: \_\_\_ / \_\_\_ / \_\_\_

Additional notes: \_\_\_\_\_