

# Seller's Closing Checklist

10 STEPS TO ENSURE A SMOOTH SALE

---

## **1. REVIEW YOUR LISTING AGREEMENT**

Confirm commission terms, listing duration, and any seller-paid concessions before the property goes live.

## **2. REQUEST A MORTGAGE PAYOFF STATEMENT**

Contact your lender for an up-to-date payoff figure including accrued interest through the projected closing date.

## **3. GATHER ESSENTIAL PROPERTY DOCUMENTS**

Locate your deed, recent property tax bills, title/survey reports, HOA or condo documents, and warranties for major systems.

## **4. DISCLOSE KNOWN PROPERTY CONDITIONS**

Complete any required state or local seller disclosures honestly — material defects, prior repairs, and known issues.

## **5. PREPARE FOR INSPECTIONS AND APPRAISAL**

Make the home accessible, address obvious safety issues, and keep records of recent improvements that support value.

## **6. NEGOTIATE REPAIR REQUESTS IN WRITING**

Respond to buyer inspection requests with a written agreement. Credits at closing are often simpler than seller-managed repairs.

## **7. CONFIRM TITLE, ESCROW AND CLOSING ROLES**

Verify who handles escrow/closing in your state (escrow company, title company, or real estate attorney) and what they need from you.

## **8. ESTIMATE YOUR NET PROCEEDS**

Run a net sheet that accounts for commissions, payoff, transfer taxes, title insurance, escrow/attorney fees, and prorations.

## **9. PLAN FOR TAX OBLIGATIONS**

Discuss capital gains, prorated property taxes, and any state-specific withholding with a qualified tax professional.

## **10. FINAL WALKTHROUGH AND WIRE SETUP**

Coordinate the buyer's final walkthrough, confirm utilities transfer dates, and pre-verify wire instructions with your closing agent to prevent fraud.

---

Prepared by [netsheetusa.com](https://netsheetusa.com) — Home Seller Net Proceeds Calculator. This checklist is provided for general informational purposes only and is not legal, tax, or financial advice. Closing procedures, required disclosures, and applicable taxes vary by state and locality. Always consult your real estate agent, escrow officer, attorney, and tax professional for guidance specific to your transaction

**RUN YOUR FREE NET SHEET AT: [NETSHEETUSA.COM](https://NETSHEETUSA.COM)**