

Realtor Scripts For Sellers

Congratulations on putting your home on the market. I am so pleased and honored to help you with this process.

I will need your help with obtaining the following information:

- 1) Most recent copy of your mortgage statement
- 2) The contact information for the company that manages your Home Owners Association (if applicable).
- 3) Copy of your survey. Let me know if any changes were made after this survey was completed.
- 4) Copy of your title policy if you have purchased your home in the last 3 years.
- 5) Copy of your current property taxes.
- 6) Let me know the names of the utility companies you use for this home.

If there is a termite bond on the home make sure we have a copy of the bond. Due to privacy issues most termite companies will not give out information to outside parties, please send me following information regarding the termite bond:

1. Company name and phone number
2. Is it a repair or re-treat bond
3. When is the renewal date and how much is it to renew
4. What are the instructions to transfer the policy to the buyers?
5. If the policy is transferable there may be a fee to transfer.

If this home is vacant please make sure all utilities (gas included) are on and in working order for the home inspections. The utilities need to remain on until the closing day.

Closing Instructions:

Please take a minute to read over the below helpful information to answer any questions you may have.

The title office will need to contact you to obtain both your social security numbers and your mortgage information, including loan numbers, in order to get your payoff amount. Please be expecting their phone call or email.

You will need to bring picture ID to the closing.

If applicable, both spouses are required to attend the closing in the case of married buyers. If one spouse cannot attend, that spouse can obtain a Special Power of Attorney, or you can choose to do a mail away, or set up a day and time for the spouse

to pre-sign their part of the paperwork. ***This should be arranged at least 10 days before closing.***

If you are unable to attend the closing on _____ and you need any special arrangements please let me know as soon as possible so I can inform the title office to allow them time to prepare the appropriate documents.

If any repairs are required they will need to be done by an appropriately licensed person for the specific repairs being requested. Please keep any and all receipts/invoices for any repairs done (even paid invoices) so copies can be given to the buyer at closing.

Buyers usually conduct a final walk through before the closing date, most commonly done on the day before the closing or the day of closing.

Please make sure to have the home vacated and cleaned by the final walk through unless other arrangements have been made with the buyer.

Be sure to contact your home owner's insurance company to let them know you are selling your home and give them the closing date.

Make sure to leave somewhere in the home where the buyer can locate any and all extra keys, garage door openers and if applicable any mail keys or gate remotes etc. Also if available leave any manuals for appliances that will be staying with the home after closing.

Please also include information like garage key pad codes, security codes and gate codes for the buyer where it's applicable.

You should contact your utility companies a week prior to closing to advise of disconnecting the utilities on the day of closing.