THE SUN CITY AGENT

Under Contract for Sellers

El Paso Home Seller Checklist

Track the buyer's deadlines, coordinate access, and document agreed repairs as you prepare for closing.

Track the buyer's deadlines

- ☐ Record the effective date. Confirm with title when the earnest money and option fee arrive. Track the option deadline, any financing or appraisal deadlines in the addenda, and the closing date. (TREC Paragraphs 5, 9, 22)

Deliver the Seller's Disclosure Notice

- ☐ If the notice is required and the buyer hasn't received it, deliver it by the deadline in the contract and record when the buyer receives it. The buyer may terminate for any reason within seven days of receipt or before closing, whichever comes first. If the notice is never delivered, the buyer may terminate any time before closing. (TREC Paragraph 7B2)

Coordinate inspection and appraisal access

- ☐ Confirm appointments and entry instructions with your agent. Secure pets and clear access to the attic, garage, and utility equipment. Keep utilities on as required and arrange access for any reinspection. (TREC Paragraph 7A)

Record agreed repairs

- ☐ Use the signed agreement to track the work, who will complete it, and when it's due. Keep permits, itemized invoices, proof of payment, and transferable warranties. Send copies to your agent for the buyer. (TREC Paragraph 7F)

If the appraisal comes in low

- ☐ Review the report, financing terms, and applicable addenda with your agent. Discuss whether to ask about a reconsideration of value, negotiate the price, or see whether the buyer can cover some or all of the difference.

If the buyer backs out

- ☐ Send any notice to your agent and title company and save a copy. Check the contract and applicable deadlines before agreeing to an earnest money release or putting the home back on the market. (TREC Paragraphs 15, 18)

Effective date _____ **Earnest money and option fee received** _____
Option deadline _____ **Financing or appraisal deadline** _____
Disclosure due _____ **Buyer received disclosure** _____
Disclosure termination deadline (if applicable) _____
Repairs due _____ **Closing date** _____

One to Four Family Residential Contract (Resale)

What to Do About a Low Appraisal (Coming soon) · What to Do If the Buyer Backs Out (Coming soon)

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