



Your Seller Transaction Timeline

Once you accept an offer, I keep the moving pieces organized and make sure you know what needs your attention, what I am coordinating and what comes next.

01

Acceptance + open escrow

Escrow opens and the buyer's deposit becomes due. Complete escrow instructions, identity, vesting and statement-of-information requests.

02

Disclosures + HOA documents

Complete and return seller disclosures promptly. Order required HOA documents and requested reports so the buyer can review them on time.

03

Appraisal preparation

Make the property accessible and ready for the appraiser, including required safety items and helpful supporting property information.

04

Inspections + repair response

Provide access for inspections, then review the buyer's request with me and compare safety, condition, cost, timing and risk.

05

Complete agreed work

Finish agreed repairs, keep receipts or documentation when appropriate and prepare the home for the buyer's final walk-through.

06

Sign, record + hand off

Review final figures, sign seller documents, confirm recording and follow the contract's possession terms before releasing keys.



From Disclosures to Recording

Complete information, coordinated access and documented decisions create a smoother path from the first escrow request through the final handoff.

01

Complete disclosures carefully

Answer from what you actually know, provide supporting records and ask before guessing. Legal questions belong with your attorney.

02

Coordinate access

I coordinate the appraiser, inspectors and approved appointments while following the notice and access terms in the agreement.

03

Prepare for the appraisal

Make the property easy to enter and present improvements, features and permits when available. The appraiser determines value.

04

Respond to repair requests

We separate safety, condition and lender concerns from preferences, then compare cost, timing and risk before you respond.

05

Review final figures

Compare the settlement statement with the expected seller net, ask about unfamiliar charges and confirm payoff information before signing.

06

Sign seller documents

Complete escrow and title signatures on schedule and keep identification available. Escrow will explain notarization or original-document needs.

07

Prepare for walk-through

Leave the home in the agreed condition, complete documented repairs and remove belongings unless the contract says an item stays.

08

Recording, proceeds + handoff

Closing is complete when the deed records and escrow confirms it. Follow the possession terms, key handoff and escrow's proceeds instructions.