



Borchini Realty
345 Sorrento Road
Kissimmee, Florida 34759
407 791-1789
sborchini@gmail.com
www.BorchiniRealty.com

Subject: Seller's Checklist

Prior to listing your property

- Review the Comparative Market Analyses of properties that have sold within the past six months, properties active for sale and those listings that have expired or have been withdrawn during the past six months and compare them to the subject property. Also review new inventory homes that are for sale and compare them to the subject property.
- Review Net Sheet depicting several price scenarios, estimated expenses and estimated equity

When listing your property

- Complete the Listing Agreement, Community Development District Addendum, HOA Disclosure, Housing for Older Persons Rider, Seller's Property Disclosure and Solivita HOA form Notification - Change Solivita Home Status to "For Sale"
 - In the Seller's Property Disclosure list all facts materially affecting the value of the property, including those which are not readily observable. If you ever filed a claim on your home owner's insurance policy, please explain.
 - If you are entering into a like-kind exchange sign the Section 1031 of the Internal Revenue Code Exchange addendum
- Exclusions, list any Real Property or Personal Property which you want to keep and take with you when you move. Exclusions are items that you want to exclude from the sale.
 - Real Property items normally remain in the property and are included in the sale. Real Property includes fixtures (such as cabinets mounted on the wall in the kitchen or garage, mirrors in bathrooms, water faucets), built-in appliances (such as HVAC systems, water heaters and water filter and softener systems), built-in furnishings (such as dressers and desks), and wall to wall carpeting and flooring.
 - Personal Property items existing on the property as of the date of the initial offer are included in the sale. Personal Property includes range, oven, refrigerator, dishwasher, disposal, ceiling fans, intercom, light fixtures, drapery rods and draperies, blinds, garage door openers and storm shutter panels. Personal Property is included in the purchase price, has not contributory value and shall be left for the buyer.
- Provide the following items to your Realtor:
 - Drivers license
 - Trust if you have one
 - Owner's Title Policy if you purchased the property within the past three years in order to receive a reissue credit of 40% reduction in the cost of the Owner's Title Policy
 - Boundary survey
 - US Tax ID# if you are not a US citizen

- Original purchase and sale agreement detailing builder upgrades
- List of upgrades you made to the property
- List of personal property and a total price for the property available for purchase outside of the sale of the property
- Appliance / home warranty contract
- Termite bond
- Garage door keypad code
- Alarm system code
- As a result of the hailstorm on 3/26/2016, recommend you file a claim with your insurance company to inspect your roof, lanai screens, rain gutters and downspouts and air compressor
- If you have a barrel tile roof, recommend you have it inspected and maintained by a licensed roofing company to make needed repairs such as adding mortar along the ridge lines, sealing any cracked tiles and replacing any broken tiles
- Check with the HOA Compliance Office to determine the last time the exterior of the property was painted and when the next painting is due

After there is an effective contract for the sale of your property

- If you are paying your HOA and Club fees by automatic withdrawal or automatic payment, please **cancel these automatic withdrawals or payments** and pay your last months fees by check
- Contact utility companies to **turn off utilities on the day of closing or the day after closing to give buyers time to begin their service.**

Electricity

Duke Energy

duke-energy.com

407 629-1010, 855 637-6513

Water & Sewage

Toho Water Authority

951 Martin Luther King Blvd Kissimmee, FL 34741

CustomerService@tohowater.com

tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx

863 496-1770, 407 944-5000

Internet, Cable & Telephone

Spectrum

spectrum.net

833 267-6094

407 215-5544 (press 3 for Association or Multi-Family Dwelling)

407 291-2500 (for additional services and troubleshooting)

Century Link
centurylink.com
800 723-8010

Frontier
frontier.com
855 398-3010

Shortly before closing

- Return all Spectrum items, including HD DVR box, HD box, cable modem, wireless router, etc
- Provide your Realtor with the following items:
 - Remote garage door openers
 - House keys

Bring to the closing two forms of Government issued identification with photographs and your bank's wiring instructions for you to receive the proceeds from the sale

FOR YOUR OWN SAFETY, you should not show the home to a prospective buyer who shows up on your doorstep unannounced, asking to see your home, unless the buyer is accompanied by a Realtor or prior arrangements have been made with your Realtor.

PLEASE **secure your personal valuables** in a safe place. Do not leave them laying out in the open or easily accessible to someone else. If possible, secure them in a safety deposit box. For jewelry and other valuables, have them appraised, photographed and insured.

Susan Borchini
Broker, Borchini Realty