



**Borchini Realty**  
345 Sorrento Road  
Kissimmee, Florida 34759  
407 791-1789  
[sborchini@gmail.com](mailto:sborchini@gmail.com)  
[www.BorchiniRealty.com](http://www.BorchiniRealty.com)

Subject: **Seller's Checklist**

### **Prior to Listing Your Property**

- Review the Comparative Market Analysis of properties that have sold within the past three-six months, properties that are pending under contract and those that are active 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 Notification Change Solivita Home Status to "For Sale"
- In the Seller's Property Disclosure, list all facts that materially affect 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 are items that you are excluding from the sale. List any Real Property or Personal Property which you want to keep and take with you when you move.
  - 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.
- If you have a barrel tile roof, recommend you have it inspected and repaired by a professional tile roofer, such as adding mortar to the ridge cap tiles, replacing broken tiles, replacing rotted wood & installing new underlayment
- 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
- 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

### **When Showing Your Home to Buyers & Realtors**

- Before showings, open window blinds and turn on all inside lights
- 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.

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.

### **After There Is an Effective Contract for the Sale of Your Property**

- If you are paying your HOA and Club fees by an automatic ACH withdrawal by the HOA, you do not need to do anything. When the Title company requests the Estoppel reports from the HOA and Club management companies, they will stop any automatic ACH withdrawals.
- If you are paying your HOA and Club fees by automatic payment, please speak with the title company to determine when to cancel these payments and pay your last months fees
- Contact utility companies to turn off utilities on the DAY AFTER CLOSING to give buyers time to do their walk through and begin their services.

\*\*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**

Blue Stream

[solivita@bluestreamfiber.com](mailto:solivita@bluestreamfiber.com)

407-743-5288, press option 6

When moving or selling a property, sellers should contact Blue Stream to tell them they need to disconnect their services and return the Blue Stream equipment, including the pods and modems.

Blue Stream can pick up the equipment for a fee or sellers can box up and mail the equipment to:

Blue Stream

4236 NW 120th Avenue

Coral Springs, FL 33065

Spectrum

[spectrum.net](http://spectrum.net)

877-463-0677, 888-369-2408, 866-309-3279

Frontier

[frontier.com](http://frontier.com)

855 398-3010

Century Link

[centurylink.com](http://centurylink.com)

800 723-8010

## **After the Buyer's Inspection**

- If the buyer requests that you make repairs to which you agree, recommend you use professional contractors who are experienced in making the repairs requested and licensed in a specific field when necessary.
- Many of the most common repairs can be handled by general contractors, such as replacing GFCI outlets.
- Roof repairs should be done by roofers.
- Major electrical repairs, such as replacing the exterior main electric panel, **MUST** be done by a licensed electrician.
- Window balances & latches, fogged windows or sliders, garage side doors, should be repaired by a window & slider door repairman.

- Provide your Realtor with copies of the paid invoices detailing the work contractors did and warranty information along with any pics before, during and after the repairs were made. We provide the buyer's Realtor with copies of those invoices. Those invoices protect you, the seller. They show the buyer that you fulfilled your agreement with the buyer to make the repairs the buyer requested. If the buyer has any questions about the repairs the buyer can inspect them and can discuss them with you and the contractor before the house sells.

### **Shortly Before Closing**

- Return all Internet and cable TV items, including HD DVR box, HD box, cable modem, wireless router, etc to your service provider

- You can RETURN Spectrum and Frontier equipment at the UPS Store near the Poinciana Publix at 849 Cypress Pkwy, Kissimmee, FL 34759. They will scan your equipment and give you a receipt.

- Provide your Realtor with the following items:

– Remote garage door openers

– House keys

### **When Moving Out**

- You should be out of your home and the home should be cleaned the day before closing. This gives the buyers the opportunity to conduct their final walk through the day before closing.

- We recommend that you schedule movers for one day and airline flights the next. Too many things can go wrong on moving day, from movers showing up late or taking much longer to load your belongings onto the truck that you expected.

- We recommend you have someone clean your home for you once everything is gone.

### **Closing**

- Bring to the closing two forms of Government issued identification with photographs and also bring your bank's wiring instructions where you want the title company to send your proceeds from the sale.

### **Litigation Involving the Solivita Club**

There is a litigation to which the Solivita Club is a party. The case number of the litigation is 2017-CA-001446, Polk County, Florida. You can obtain more information at the following link: <http://solivitaaction.com/> Please continue to check this link for updates. Any questions you have concerning the litigation, including any corrections or changes of name and/or address, should be directed in writing to: Avatar Class Action, C/O A.B. Data, Ltd, P.O. Box 170500, Milwaukee, WI 53217 or via email to: [info@SolivitaClassAction.com](mailto:info@SolivitaClassAction.com)

Susan Borchini  
Broker, Borchini Realty  
2/21/2024