

## Seller Checklist

As a seller of real estate you will need certain documents to be able to convey title to a new owner. The following is a list of items that you will need to get to your attorney once you have an accepted offer. It never hurts to start trying to locate these now.

- Abstract of Title      This is a valuable document!  
This is a historical document that records all liens against the property and detailed coordinates of the property among other things.  
You may have this in your files, it most likely is with your bank, your attorney, or the title company.  
This would cost \$400-600 to replace.  
As a seller you pay to have this document updated or for a new one to be produced.
- Copy of Survey      Again, this can be expensive if you do not have an existing survey and cannot locate one with a survey company.  
A new survey can cost \$600+.  
As a seller you pay to have this document updated or for a new one to be produced.
- Deed      Does not need to be the original, can be a copy.
- Current Property Tax Bills      County, School and Village (if applicable)
- Current Mortgage Statement      This enables your attorney to order payoff statements and for you to find out what your current payoff amount is. Your attorney can get one from the County if you can't find it.
- Death Certificate      If you purchased your home with a spouse (joint tenant) who is now deceased you will need a copy of the death certificate
- Miscellaneous      Copies of Home Inspections, Radon Tests, Pest Inspections, Septic & Water Quality/Flow Tests, paperwork on appliances and on improvements such as a water heater, sump pump, water softener, and transferable warranties on roofs and basement repairs are all important and helpful when selling your home.

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