

ADDRESS: _____

MOVE IN DATE: _____

Seller Name: _____

Phone: _____

Selling on an Option **Check List**

- Advertise Home
- Get Application Fee
- Get Application
- Get Non-Refundable Deposit if acceptable (with signed deposit form)
- Create Tenant Folder for this home
- Confirm Applicant Meets Criteria
 - If Not – send rejection letter
- Draft Rental Agreement/Option/Offer to Purchase
- Video Tape Home (with tenant if possible) or get pictures
- Get Check-in/out List to Tenant
- Cancel Advertising
- Sign Rental Agreement, Option, Pet Agreement & Offer to Purchase
- Sign Lead Based Paint & Sellers Disclosure
- Confirm that they transferred utilities to their name
 - Gas, Electric, garbage, water, water softener, etc
- Confirm Their Check-in/out sheet is returned
- Confirm they have renters Insurance
- Remove Sign(s) and any lockbox
- Make a copy of tenants personal check – put in their folder (every time their bank changes)