Real Estate Transaction Process Flow (Seller's Perspective)

Pre-Listing Phase

WORKFLOW

- Sign Brokerage Relationships Disclosure
- Sign Exclusive Right to Sell Contract
- Prepare and sign Seller's Disclosure and Condition of Property Addendum
- Complete Home Inspection and Warranty Disclosures
- Sign Wire Fraud Disclosure & Acknowledgement

Listing Phase

WORKFLOW

- Property listed on MLS and marketed
- Showings and open houses conducted
- Offers received and reviewed

Offer Acceptance

WORKFLOW

- Negotiate terms with buyer
- Sign Sales Contract (e.g., LBOR Sales Contract)
- Provide Estimated Proceeds Worksheet

Inspection and Contingencies

WORKFLOW

- Buyer conducts home inspection
- Resolve inspection findings (e.g., Resolution of Unacceptable Conditions)
- Amendments to the contract as needed

Pre-Closing

WORKFLOW

- Update legal documents (e.g., marital status, legal description)
- Sign Payoff Authorization
- Finalize all disclosures and addenda
- Confirm closing date and details

Closing

WORKFLOW

- Sign final documents (e.g., Closing Disclosure, Amendment)
- Transfer ownership and keys
- Receive proceeds from the sale