



For Sale by Owner Responsibilities

When you sell your own home without the help of a Realtor, certain responsibilities become the duty of the Seller. Below is a list of items that you as Seller will be responsible in completing in order to settle on the property in a timely fashion:

- Review the contract of sale with a competent real estate attorney or real estate agent.
- Be cognizant of and responsible for all contingencies and the time frame allotted for each.
- Home Inspection, termite, well, septic, radon, and lead paint inspections, if desired by buyer, are at the buyer's expense, unless negotiated in the contract of sale.
- Seller should be present for inspections. Buyers will respond in writing as to the results of inspections and will provide a copy to the Seller. Should a response be necessary regarding repairs or deficiencies, the Seller will respond in writing to Buyer's request within the time frame in the contract.
- The Seller is responsible for meeting contractors if repairs are needed and providing written receipts or paid work orders from licensed contractor to the Buyers prior to settlement.
- At Seller's expense provide the Buyer with the Homeowner Association documents, if required.
- The Seller may request a copy of the Buyer's financing approval within the days allotted under the financing contingency.
- The Seller will provide a copy of plat, location survey, deed, owner's title policy. Seller is responsible for ordering current tax, water, and sewer certifications for the past three years for settlement. All other documentation, such as results of lead paint testing that may affect the property, should be provided to the Buyer.
- Seller will provide to Buyer's title attorney current mortgage and lien information.
- Seller may choose to have an attorney or real estate at settlement to review all documents.
- The Seller will notify gas, electric, oil, cable, telephone and alarm companies of the change in ownership and provide the numbers to the Buyers so they can transfer service if desired.
- Leave all items that convey with property per contract. Do not remove appliances, lighting fixtures, light bulbs, wall fixtures, shrubs, plantings, and playground equipment unless agreed to in writing by all parties.
- The Buyers expect occupancy at closing unless all parties agree in writing prior to settlement that Seller can occupy beyond the settlement date.
- The Seller will remove all belongings, including; trash and debris in garage, outbuildings, yard and leave broom clean or better.
- The Seller will be present for the walk-through inspection unless agree to otherwise.
- The Seller will bring to settlement all house keys, garage door openers, and warranty information, appliance booklets, etc. that belong to the property.
- The Seller should expect to receive a proceeds check drawn on the Title Company's account unless directed otherwise prior to settlement.

If you need assistance, please contact David L. Alexander at (610) 254-0214 or Dave@DLAlexander.com.