

Sellers UNDER CONTRACT: WHAT HAPPENS NEXT?

A simple step-by-step of what to expect between “Offer Accepted” and “Closing Day.”

Once we accept an offer, things move fast. Here’s a clear timeline of what happens next, what I’m doing behind the scenes, and what I’ll need from you so we get to closing as smoothly as possible.

STEP 1 – OFFER ACCEPTED

Buyer and seller agree on price, terms, and deadlines.

We are now “under contract” (pending).

Your part:

- Celebrate a little.
- If you haven’t already, complete and sign the Seller’s Property Condition Disclosure.

This is typically due within about a week of acceptance, depending on the deadline in your contract.

- Keep your home in good condition for appraisers, inspectors, and the buyer.

My part:

- Send you a “Pending Packet” that includes
 - a summary of key dates, deadlines.
 - Your copy of the fully executed contract.
 - Wire fraud disclosure form.
 - Process breakdown.
- Send fully executed contract and open communication with the title company, and all relevant parties.
- Send buyer’s agent SPCD (Seller Property Condition Disclosures).

UNDER CONTRACT: WHAT HAPPENS NEXT?

STEP 2 –

Deadline:

EARNEST MONEY & OPENING TITLE/ESCROW

What happens:

- Buyer deposits earnest money with the title/escrow company within the contract deadline. (this is 4 days after acceptance.)
- Title/escrow opens a file for your transaction.

Your part:

- Watch for emails from the title company and respond to basic info requests.

My part:

- Confirm earnest money is received.
- Make sure title/escrow has everything they need to get started.
- Check in with buyers & get an idea of inspection timeline.

STEP 3 –

Deadline:

INSPECTIONS & DUE DILIGENCE

What happens:

- Buyer schedules inspections
- Buyer reviews Seller Property Condition Disclosures, HOA documents, and any other property information deemed necessary.

Your part:

- Keep the home clean and accessible for inspectors.
- Safely store any valuables or sensitive items.

My part:

- Coordinate access for inspectors.
- Confirm signed SPCD from the buyer.

UNDER CONTRACT: WHAT HAPPENS NEXT?

STEP 4 – Deadline:

REPAIR REQUESTS & NEGOTIATIONS (IF ANY)

After inspections, the buyer may request repairs, credits, or price changes.

Your part:

- Review the buyer's requests with me.
- Decide what you're comfortable repairing, crediting, or declining.

My part:

- Advise you on options and likely outcomes.
- Review inspection report, if necessary, to validate requests.
- Handle all back-and-forth negotiation with the other agent.

STEP 5 – Deadline:

APPRAISAL & FINAL LOAN APPROVAL

Buyer's lender orders an appraisal. Appraiser visits the property and sends the report to the lender. Lender's underwriting works toward final loan approval.

Your part:

- Keep the home clean and easy to access for the appraiser.
- Tell me about any big upgrades you've done that could help value.

My part:

- Share helpful info with the appraiser when appropriate.
- Check in with the lender to make sure we're on track.
- Let you know the appraisal outcome and what it means for closing.
- Handle all back-and-forth negotiation with the other agent.

UNDER CONTRACT: WHAT HAPPENS NEXT?

STEP 6 – FINAL WALKTHROUGH

Shortly before closing, the buyer does a final walkthrough to confirm the home is in the expected condition and agreed-upon items are still there.

Deadline:

Your part:

- Have the home clean and mostly empty by the walkthrough time (unless we've agreed to different timing in the contract).
- Make sure any agreed repairs are completed.

My part:

- Confirm timing and details of the walkthrough with the buyer's agent.
- Help resolve any last-minute concerns, if they come up.

STEP 7 –

TITLE WORK & FINAL NUMBERS

Deadline:

What happens:

- Title company runs a title search to confirm who owns what and to clear any liens.
- They prepare your settlement statement/closing disclosure showing your estimated net proceeds.

Your part:

- Decide what method you'll be using to sign closing documents. (We will go over what method is best for you.)
- Cancel utilities for transfer of ownership.

My part:

- Review your settlement statement with you for accuracy.
- Schedule signing closing documents.
- Co-ordinate the transfer of keys.

UNDER CONTRACT: WHAT HAPPENS NEXT?

STEP 8 – Deadline:

SIGNING CLOSING DOCUMENTS

You'll sign your closing documents, usually at the title company or with a mobile notary.

Documents include the deed and final settlement paperwork.

Your part:

- Bring a valid photo ID to your signing appointment.
- Bring keys for the buyer.
- Review and sign your documents.

My part:

- Make sure you know when and where to sign.
- Be available to answer questions and support you through the process.

STEP 9 – Deadline:

FUNDING, RECORDING & KEYS

Buyer's lender sends the funds to the title company.

The deed gets recorded with the county.

Once recorded, the sale is officially closed.

Your part:

- Make sure the home is completely moved out by the agreed time.
- Leave keys, garage remotes, gate cards, and any instructions for the buyer (if agreed).

My part:

- Confirm funding and recording are complete.
- Let you know when it's officially closed and when your proceeds are released.
- Deliver keys to Buyer's Agent.