

Seller's List of Documents with short descriptions

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Seller's Pre Listing Paperwork

KW Advisory	States I am working as a Keller Williams Agent for you.
Exclusive Right to Sell	Agreement Between the Seller and Agent for services leading to our successful transaction. This will set basic standards and expectations.
Square Footage Disclosure *	Shows if there has been any addition or reduction to the properties square footage since it was last transferred
Source of Water Disclosure *	Lets the Buyer's side know where the homes water comes from. ("Is there a well on the property?")
Lead Based Paint Disclosure * (If applicable)	If the home was built on or before 1979 , we will need to disclose any known facts about lead based paint to the Buyer's Side
Seller's Property Disclosure *	This is the opportunity to comb through your property and highlight fixes, upgrades, and issues with the property. It is important to disclose everything. This is a moment to secure a smoother transaction. Any undisclosed items could slow or stop our transaction.
Closing Instructions *	Through this we will declare our Title Company to the Buyer's Side.

WE HAVE HIT THE MARKET!!!

Contract to Buy & Sell - Accepted	This will state the basic terms of our deal with the Buyer's side. (Dates, Deadlines, and financials)
Counter Proposal (Not Accepted yet)	As offers come in we have the ability to counter terms of offers to tailor them to a better fit.
Inspection Objection / Termination	If an inspection is preformed the Buyer can use this to request certain things to be changed or repaired before closing the deal. This negotiation point is crucial to both parties.
Inspection Resolution * (If applicable)	When both parties agree to some or all negotiation points in the Inspection Objection it is memorialized in this Document.
Amendments and Extensions *	Through this process we could encounter issues that need to be changed in the contracts or agreements listed above. This allows changes to be made and documented with all parties involved per document

This is only an overview of this very detailed process. Some of the items listed above may not be needed or there are documents that might not be listed.

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The Closing Table (Can be subject to change)

Sellers Settlement Statement	This will be the breakdown of where each dollar in the transaction is going. Fees, credits, and debits will be listed here for buyer and seller
Closing Instructions	This will be similar to the first one stated above. There will be a more detailed set of instructions and structure
Tax, Water, Sewer, HOA Agreement	This section finalizes the transfer and or stoppage of your water, sewer, and HOA. This will also show your prorated taxes on the home.
Bill of Sale	Similar to a receipt, this attests the Buyer's purchase from you.
Affidavit and Indemnity Agreement	This states you are not opposed to your documents being used to transfer the home.
DR1083	Document reporting to the Department of Revenue stating Colorado Real Property is being conveyed and tax information.
1099-s	Expresses your proceeds as taxable income to IRS
FIRPTA	Foreign Investment in Real Property Tax Act of 1980
Warranty Deed	Like the Title of a vehicle this shows ownership of the property.
Disbursement of Seller Proceeds	A line-by-line detailed list of where your proceeds from the sale will go. Ex: previous loan payoff, Seller concessions
Payoff Letter	This letter solidifies that a previous loan/mortgage is paid off

CONGRATULATIONS YOUR HOME IS SOLD!!!!!!!

This is a process that takes an incredible amount of Patience, Focus, and Determination. Proper Guidance is the key to the success of your Real Estate Journey.

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