



**Borchini Realty**  
345 Sorrento Road  
Kissimmee, Florida 34759  
407 791-1789  
[sborchini@gmail.com](mailto:sborchini@gmail.com)  
[www.BorchiniRealty.com](http://www.BorchiniRealty.com)

## **Subject: Seller's Checklist**

### **Prior to listing your property**

- Review the Comparative Market Analyses of properties that have sold within the past six months, properties active for sale and those listings that have expired or have been withdrawn during the past six months and compare them to the subject property. Also review new inventory homes that are for sale and compare them to the subject property.
- Review Net Sheet depicting several price scenarios, estimated expenses and estimated equity

### **When listing your property**

- Complete the Listing Agreement, Community Development District Addendum, HOA Disclosure, Housing for Older Persons Rider, Seller's Property Disclosure and Solivita HOA form Notification - Change Solivita Home Status to "For Sale"
  - In the Seller's Property Disclosure list all facts materially affecting the value of the property, including those which are not readily observable. If you ever filed a claim on your home owner's insurance policy, please explain.
  - If you are entering into a like-kind exchange sign the Section 1031 of the Internal Revenue Code Exchange addendum
- Provide the following items to your Realtor:
  - Drivers license
  - Trust if you have one
  - Owner's Title Policy if you purchased the property within the past three years in order to receive a 40% reduction in the cost of the Owner's Title Policy
  - Boundary survey
  - US Tax ID# if you are not a US citizen
  - Original purchase and sale agreement detailing builder upgrades
  - List of upgrades you made to the property
  - List of personal property and a total price for the property available for purchase outside of the sale of the property
  - Appliance / home warranty contract
  - Termite bond
  - Garage door keypad code
  - Alarm system code
- As a result of the hailstorm on 3/26/2016, recommend you file a claim with your insurance company to inspect your roof, lanai screens, rain gutters and downspouts and air compressor
- If you have a barrel tile roof, recommend you have it cleaned and maintained, including adding mortar along the ridge lines, sealing any cracked tiles and replacing any broken tiles

### **After there is an effective contract for the sale of your property**

- If you are paying your HOA and Club fees by automatic withdrawal or automatic payment, please **cancel these automatic withdrawals or payments** and pay your last months fees by check
- Contact utility companies to **turn off utilities on the day of closing**

### **Internet, Cable & Telephone**

Spectrum (formerly Bright House Networks)

<https://www.spectrum.com>

407-215-5544

Century Link

[www.centurylink.com](http://www.centurylink.com)

800 723-8010

Frontier (formerly Verizon)

<https://frontier.com>

855 389-3010

### **Electricity**

Duke Energy (formerly Progress Energy)

<http://duke-energy.com/>

407 629-1010, 800 700-8744

### **Water & Sewage**

Toho Water Authority

951 Martin Luther King Blvd Kissimmee, FL 34741

[CustomerService@tohowater.com](mailto:CustomerService@tohowater.com)

<https://www.tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx>

407 944-5000

### **Shortly before closing**

- Provide the title company with your bank's wiring instructions for you to receive the proceeds from the sale
- Return all Spectrum items, including HD DVR box, HD box, cable modem, wireless router, etc
- Provide your Realtor with the following items:
  - Gate transponders
  - Remote garage door openers
  - House keys

**Bring to the closing** two forms of Government issued identification with photographs

**FOR YOUR OWN SAFETY**, you should not show the home to a prospective buyer who shows up on your doorstep unannounced, asking to see your home, unless the buyer is accompanied by a Realtor or prior arrangements have been made with your Realtor.

PLEASE **secure your personal valuables** in a safe place. Do not leave them laying out in the open or easily accessible to someone else. If possible, secure them in a safety deposit box. For jewelry and other valuables, have them appraised, photographed and insured.

**Susan Borchini**  
**Broker, Borchini Realty**