

# FLOW CHART for SELLERS ESCROW

## SELLERS

Sellers to interview and select agent (recommend F/T)

Janine K Chang, (R)  
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Cell: (808) 341-6022

### SELLERS CONSULTATION

Meet with Janine to discuss Comps, Market Activity, Preparing your Home, Buyer Profile, Type of Buyers Financing & Escrow



### MANA'O REALTY LLC

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### MARKET READY YOUR HOME

De-Clutter, a great First Impression and Pricing Home Right are keys to a quick and successful sale! Agent to discuss marketing plans on-line, private showings & open houses!

**OFFER(S) RECEIVED** will be presented to owners for discussion on offer price and terms!

### OFFER REJECTED

Buyers and Sellers unable to negotiate purchase contract

**BUYERS/SELLERS**

### OFFER ACCEPTED

Sellers agree to offer submitted or either party accepted counter

### OFFER COUNTERED

Buyers and Sellers negotiating

**BUYERS FINANCING**

### HOME INSPECTION

Buyers option to do a home inspection (J-1 period)

### OPEN ESCROW

Sellers agent to open escrow by the next business day and forward to escrow a copy of the executed purchase contract, addenda's, and ensure that Buyers deposit is in.

**Agent will guide Sellers through the entire "Escrow Process".**

### PRE-QUALIFICATION

Sellers agent to follow-up on pre-qual letter if not incl w/offer

### SELLERS DISCLOSURE

Sellers to provide real property disclosure statement to Buyers

### PRE-APPROVAL

Sellers agent to follow-up with lender that Buyers loan app is in

### TITLE REPORT

Escrow will order a preliminary title report for Buyers

\*Normally paid by Sellers, but negotiable. Inquire with Janine for details!

### APPRAISAL

Sellers agent to follow up with lender for order on appraisal

### CONDO/HOA DOCS

\*Sellers to provide condo/HOA docs to Buyers at Sellers expense

### PREPARE TO MOVE

Hire movers if need be, clean, and shut off or transfer utilities one day after recordation.

### LOAN COMMITMENT

Buyers to provide Sellers with a loan commitment letter

### SURVEY

\*Sellers to provide survey to Buyers at Sellers expense

### SELLERS SIGNING at ESCROW

Sign Closing Docs  
Inform escrow how you want your *Net Proceeds*: check or wired  
Escrow to take docs to BOC

### FINAL LOAN APPROVAL

### REMOVE ANY FINANCING CONTINGENCIES

### TERMITE INSPECTION

\*Buyers to select termite company at Sellers expense

## SALE RECORDED—CONGRATULATIONS!

Sellers agent will release all keys, fob & key card to Buyers agent!

