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Subject: **Seller's Checklist**

Prior to Listing Your Property

- Review the Comparative Market Analysis of properties that have sold within the past three-six months, properties that are pending under contract and those that are active 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 paperwork, including: Listing Agreement, HOA Disclosure, Community Development District Addendum, Housing for Older Persons Rider, Flood Disclosure, Seller's Property Disclosure, Compensation Agreement Seller to Buyer's Broker, Residential Data Entry Form, Solivita HOA Notification Change Solivita Home Status to "For Sale" and Solivita Property Manager Notification.
- In the Seller's Property Disclosure, list all facts that materially affect 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.
- If you have a barrel tile roof you should have it inspected and repaired by a professional tile roofer for repairs such as adding mortar to the ridge cap tiles, replacing broken tiles, replacing rotted wood & installing new underlayment.
- Check with the HOA Compliance Office to determine the last time the exterior of the property was painted and when the next painting is due
- Exclusions are items that you are excluding from the sale. List any Real Property or Personal Property which you want to keep and take with you when you move.
 - Real Property items normally remain in the property and are included in the sale. Real Property includes fixtures (such as cabinets mounted on the wall in the kitchen or garage, mirrors in bathrooms, water faucets), built-in appliances (such as HVAC systems, water heaters and water filter and softener systems),

built-in furnishings (such as dressers and desks), and wall to wall carpeting and flooring.

- Personal Property items existing on the property as of the date of the initial offer are included in the sale. Personal Property includes range, oven, refrigerator, dishwasher, disposal, ceiling fans, intercom, light fixtures, drapery rods and draperies, blinds, garage door openers and storm shutter panels. Personal Property is included in the purchase price, has not contributory value and shall be left for the buyer.

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 Reissue Credit of approximately 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

When Showing Your Home to Buyers & Realtors

- Before showings, open window blinds and turn on all inside lights
- 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.
- 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 prior arrangements have been made with your Realtor.

After There Is an Effective Contract for the Sale of Your Property

- Regarding monthly HOA and Club fees, please speak with the title company to determine when to stop making future automatic monthly ACH payments. We recommend cancelling any future AUTOMATIC payments IMMEDIATELY AFTER you give a credit card or debit card number to the title company to pay for the two estoppel reports. To be sure, ask the title company when you should do this. PLEASE BE SURE TO PERSONALLY CONTACT BOTH REALMANAGE AND CASTLE GROUP to CANCEL ANY FUTURE AUTOMATIC PAYMENTS.

- Solivita HOA & Club Management Company Contact Information

**** HOA**

RealManage

solivita@ciramail.com

ciranet.com/residentportal

855-490-1804

**** Club**

Castle Group

residentservices@castlegroup.com

castlegroup.com

800-337-5850

- About two weeks prior to closing, contact utility companies. It is important that both electric and water services be on on the closing day for the buyer's walk through.

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****Electricity**

Duke Energy

duke-energy.com

407 629-1010, 855 637-6513

Ask Duke Energy if the buyer has requested a “**forced startup**” for their electric service to begin on the closing day. This should allow for a seamless change without your service being turned off before the buyer's service begins. You should not have to ask Duke Energy to cancel your service.

****Water & Sewage**

Toho Water Authority

CustomerService@tohowater.com

tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx

863 496-1770, 407 944-5000

Ask Toho Water Authority to cancel your account and turn off your service on the DAY AFTER CLOSING.

HOA & Club Estoppel Reports

- The title company will reach out to you approximately three weeks before closing asking you to provide them with a credit card or debit card to pay in advance for the two estoppel reports, \$175 for the HOA estoppel and \$299 for the Club estoppel.

After the Buyer's Inspection

- If the buyer requests that you make repairs to which you agree, recommend you use professional contractors who are experienced in making the repairs requested and licensed in a specific field when necessary.

- Many of the most common repairs can be handled by general contractors, such as replacing GFCI outlets.
- Roof repairs should be done by roofers.
- Major electrical repairs, such as replacing the exterior main electric panel, MUST be done by licensed electricians.
- Window balances & latches, fogged windows or sliders, garage side doors, should be repaired by a window & slider door repairman.
- Provide your Realtor with copies of the paid invoices detailing the work contractors did and warranty information along with any pics before, during and after the repairs were made. We provide the buyer's Realtor with copies of those invoices. Those invoices protect you, the seller. They show the buyer that you fulfilled your agreement with the buyer to make the repairs the buyer requested. If the buyer has any questions about the repairs the buyer can inspect them and can discuss them with you and the contractor before the house sells.

Shortly Before Closing

- Blue Stream Fiber
 - When selling property, sellers need to turn-in their Blue Stream equipment and cancel their Blue Stream accounts before closing. Equipment that needs to be turned in includes: gray colored "Plume" wifi routers and black TiVo TV set-top boxes with remote controls and power supplies.
 - Sellers should return their equipment to the Blue Stream Customer Service Account Coordinator located in the Solivita Administration Building. 395 Village Drive, Hours are Monday – Friday, 9:00 am to 4:00 pm.
 - If you require assistance detaching the equipment you can call the Account Coordinator (561) 871-6521 or the BSF Solivita Service Line 407-743-5288.
- Provide your Realtor with the following items:
 - Remote garage door openers
 - Garage door keypad code
 - House keys

When Moving Out

- You should be out of your home and the home should be cleaned by the day before closing. This gives the buyers the opportunity to conduct their final walkthrough the day before closing.
 - We recommend that you schedule movers for one day and airline flights another. Too many things can go wrong on moving day, from movers showing up late or it taking them much longer than expected to load your belongings onto the truck.
 - We recommend you have someone clean your home for you once everything is gone.

Closing

- Bring to the closing one form of Government issued identification with photograph and also your bank's wiring instructions to **receive** a wire. The title company needs the wiring instructions in order to send you the proceeds from the sale.

Susan Borchini
Broker, Borchini Realty
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