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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 Agreement, Compensation Agreement Seller to Buyer's Broker, Community Development District Addendum, HOA Disclosure, Housing for Older Persons Rider, Seller's Property Disclosure and Solivita HOA Notification Change Solivita Home Status to "For Sale"
- 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, recommend you have it inspected and repaired by a professional tile roofer, 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 no 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 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 the buyer is accompanied by a Realtor or prior arrangements have been made with your Realtor.

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

- If you are paying your HOA and Club fees by an automatic ACH withdrawal by the HOA, you should contact the HOA and Club management companies to verify that they will stop any future automatic ACH withdrawals.
- If you are paying your HOA and Club fees by automatic payment, please speak with the title company to determine when to cancel these payments and pay your last months fees
- Solivita HOA & Club Management Company Contact Information

**\*\* HOA**

RealManage

[solivita@ciramail.com](mailto:solivita@ciramail.com)

[ciranet.com/residentportal](http://ciranet.com/residentportal)

855-490-1804

**\*\* Club**

Castle Group

[residentservices@castlegroup.com](mailto:residentservices@castlegroup.com)

[castlegroup.com](http://castlegroup.com)

800-337-5850

- Contact utility companies to turn off utilities on the DAY AFTER CLOSING to give buyers time to do their walk through and begin their services.

**\*\*Electricity**

Duke Energy

[duke-energy.com](http://duke-energy.com)

407 629-1010, 855 637-6513

**\*\*Water & Sewage**

Toho Water Authority

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

[tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx](http://tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx)

863 496-1770, 407 944-5000

## **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, \$299 each.

## **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 a licensed electrician.

- 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**

- Internet, Cable & Telephone

When selling a property, sellers need to cancel their Internet, television and telephone services and return their equipment.

- Blue Stream Fiber (BSF)

[solivita@bluestreamfiber.com](mailto:solivita@bluestreamfiber.com)

407-743-5288, press option 6

- BSF permits those who are canceling their services and disconnecting from their system to return all BSF equipment to the BSF Customer Service Coordinator located in the Solivita Administration Building opposite the Concierge Desk. Hours are Monday – Friday, 9:00 am to 4:00 pm. The coordinator's duties occasionally require him to be away from his desk, so we recommend that you call in advance to schedule an appointment.

- Equipment to be returned includes all Plume routers and any BSF installed TiVo units. Your ONT (modem) will remain with your home. The only cable that needs to be returned is the TiVo power cord. Please remember that all equipment remains the property of BSF and must be returned in an acceptable, undamaged condition.

- If you require assistance detaching the equipment you can call the 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 the day before closing. This gives the buyers the opportunity to conduct their final walk through the day before closing.

- We recommend that you schedule movers for one day and airline flights the next. Too many things can go wrong on moving day, from movers showing up late or taking much longer to load your belongings onto the truck that you expected.

- 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 bring your bank's wiring instructions where you want the title company to send your proceeds from the sale.

### **Litigation Involving the Solivita Club**

- The litigation involving the Solivita Club was decided in favor of the plaintiffs, awarding Solivita homeowners prorated shares of the amount awarded. The case number of the litigation is 2017-CA-001446, Polk County, Florida.
- Anyone who owned property in Solivita and paid Club dues between April 2013 and December 2024 will be entitled to prorated shares of the amount awarded in the Class Action litigation involving the Solivita Club.
- More information is at the following link: <http://solivitaaction.com>. Please continue to check this link for updates. If you have any questions concerning the litigation, including any corrections or changes to your name and/or address, send them in writing to the administrator of the Class Action litigation: Avatar Class Action, C/O A.B. Data, Ltd, P.O. Box 170500, Milwaukee, WI 53217 or via email to: [info@SolivitaClassAction.com](mailto:info@SolivitaClassAction.com).

Susan Borchini  
Broker, Borchini Realty  
3/21/2025