FSBO Home Sale Checklist

Action Checklist — ClearLegalTips.com (2026)

The steps a listing agent would track, in order, for a for-sale-by-owner deal.

Step 1 — Before You Sign

- [ ] Pulled the current deed and copied the exact legal description
- [ ] Completed the state property condition disclosure form
- [ ] Home pre-1978: prepared the lead paint disclosure and EPA pamphlet
- [ ] Agreed on price, included items, and closing date with the buyer

Step 2 — Sign and Open Escrow

- [ ] Purchase agreement fully filled in (no blanks) and signed by all parties
- [ ] Earnest money deposited with the title company or escrow agent on time
- [ ] Contract delivered to the title company / closing attorney

Step 3 — Contingency Period

- [ ] Calendared every contingency deadline from the agreement
- [ ] Provided access for the inspection and appraisal
- [ ] Responded to repair requests in writing before the deadline
- [ ] Tracked the buyer's loan progress against the financing deadline

Step 4 — Close and Record

- [ ] Cleared any title issues the search surfaced
- [ ] Reviewed the settlement statement before closing day
- [ ] Final walk-through completed; keys and codes ready
- [ ] Deed signed, funds received, recording confirmed by the title company
- [ ] Kept the signed disclosures and closing file for at least three years

INSTRUCTIONS FOR USE

Seller financing, estate or divorce sales, tenants in the property, or boundary questions call for a real estate attorney before signing. This checklist is general information, not legal advice.