

# 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.