Seller repair requests

A practical response planner

Use this sheet to organize the questions before choosing a response. It is a discussion aid for you and your agent, not a contract or a repair estimate.

Start with the actual paperwork

Property / date: _____

Contract / addenda: _____

Inspection deadline: _____ Confirmed by: _____

Record the exact date and time with your agent or attorney. Discussions do not automatically extend deadlines.

1 REQUEST TO REVIEW

Finding / report reference: _____

Buyer's requested outcome: _____

Specialist question / next check: _____

Written quote scope / cost (or unknown): _____

Who will confirm / by when: _____

2 REQUEST TO REVIEW

Finding / report reference: _____

Buyer's requested outcome: _____

Specialist question / next check: _____

Written quote scope / cost (or unknown): _____

Who will confirm / by when: _____

3 REQUEST TO REVIEW

Finding / report reference: _____

Buyer's requested outcome: _____

Specialist question / next check: _____

Written quote scope / cost (or unknown): _____

Who will confirm / by when: _____

Keep unknowns visible. Ask an appropriate specialist to define the issue and written scope before treating a request as a simple dollar amount.

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Choose a response

Compare the cost, approvals, timing and proof - not just the headline number.

Review what the signed contract and addenda already require. A request is not automatically a new obligation. Document agreed changes with your agent or attorney; do not rely on an informal discussion to change a deadline.

1. Repair before closing

Confirm the written scope, appropriate professional, completion date and how the work will be checked.

Seller cost: _____

Proof / approval: _____

Timing: _____

Next action: _____

2. Closing-cost credit

Confirm lender approval and eligible costs. A closing-cost credit is not unrestricted repair cash.

Seller cost: _____

Proof / approval: _____

Timing: _____

Next action: _____

3. Adjust the price

Compare revised proceeds and the buyer's repair plan. A lower price does not itself fix a condition issue.

Seller cost: _____

Proof / approval: _____

Timing: _____

Next action: _____

4. Counter or decline

Check existing obligations and deadline risks first. Ask your agent or attorney how to document the response.

Seller cost: _____

Proof / approval: _____

Timing: _____

Next action: _____

Before you agree or close

- ☐ Contract, addenda, required notice and actual deadline checked.
- ☐ Scope, written estimate and person responsible identified.
- ☐ Lender, appraisal and insurance requirements checked as applicable.
- ☐ Agreed terms, completion proof and verification plan documented.
- ☐ Closing documents reviewed with the closing professional.

Ask whether any actual work is needed before closing even if a credit or price adjustment is discussed. This sheet is not legal, tax, loan, insurance or inspection advice; the actual agreement and qualified professionals control.

Sources reviewed November 15, 2026:

CFPB closing guidance | Fannie Mae contributions | Florida contract example

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