START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

The house is under contract, closing is close, and the buyer, agent, or lender asks for the septic and well water proof. The reports exist · somewhere. This log puts every test, result, and handoff in one sale file before anyone has to ask twice.

How this kit works

- Step 1: order every test early and log who is testing what, and when, on page 3 · before the closing calendar gets tight.
- Step 2: record the septic system facts exactly as your inspector states them on page 4 · never from memory.
- Step 3: copy each well water result word-for-word from the lab's own report on page 5 · the lab's words, not your summary.
- Step 4: log every copy you hand over on page 6 · document, date, who received it, and how · so 'we never got it' has an answer.
- This kit records YOUR providers' own reports. It states no health standard, pass/fail limit, or disclosure law as applying · what is required comes from your contract and your professionals.

Sale at a glance

Property address:

Seller name(s):

Buyer name(s):

Closing date (from your contract):

Agent / lender contact:

This kit is a general documentation tool for home sellers and buyers. It is not legal, health, or environmental advice · consult an attorney, a licensed septic inspector, and your testing lab about your situation.

Test Order Log · Who Tests What

Every test ordered for this sale, in one place · ordered early beats re-tested late.

Test ordered	Provider / lab	Date ordered

- Record: the test name exactly as the provider names it, the company or lab doing it, the appointment date, and where the report will be sent.
- If a test was required by your contract, lender, or county, note who asked for it next to the order · in their words.

Sample / inspection appointment date:

Where reports will be delivered (email / portal / paper):

Septic System Record · As Inspected

The system facts exactly as your inspector or service company states them. If a fact is not in their report, leave the line blank · a blank is honest, a guess is not.

Inspector / service company:

Inspection date:

System type (as stated in their report):

Tank size (as stated in their report):

Last pumped date (from your records):

- ☐ The inspector's written report is filed with this kit · not just their verbal summary at the tank.
- ☐ Any work they recommended is written in their words in the file, with their quote if they gave one.
- ☐ Pumping or service receipts you hold are copied into the sale file tonight.

This page records what your inspector reported. It does not judge the system, predict its life, or state any inspection standard · those calls belong to your licensed inspector.

Well Water Results · From the Lab Report

Copy each result exactly as the lab printed it: their test name, their number, their unit, their note. Do not convert, round, or summarize · the lab report is the record; this page is its index.

Test (lab's name)	Result (as reported)	Lab note

Laboratory name:

Sample collected date / by whom:

Lab report date:

Report ID or sample number (from the report):

- ☐ Every line above matches the lab report word-for-word · checked against the paper, not typed from memory.
- ☐ The full lab report is filed behind this page in the sale file.

Handoff Log · Proof It Was Given

A result only counts in a sale when the other side has it. Log every copy the day it changes hands.

Document given	Date	Given to / how

- [ ] Each handoff is logged the same day · document name, date, person, and method (email, portal, hand-delivered).
- [ ] If a document was re-sent, the re-send is its own line · two sends, two lines, no edits to the first.
- [ ] Keep your sent-mail or portal confirmation with this log; the log points to it.

Copies still owed, and to whom:

Date the file was confirmed complete:

Retest & Follow-Up Tracker

If a provider asks for a retest, a re-sample, or a repair visit, it goes here · what was asked, in their words, and what happened next.

What was asked for (their words):

Who asked, and on what date:

Appointment booked for:

Outcome (from the new report):

New report filed? Date:

- [ ] The request itself is kept in the file (email, letter, or portal note) · not paraphrased.
- [ ] Any deadline attached to the request is copied from the document that set it · your contract or their letter, never assumed.

> Dates and requirements in a sale come from your own contract and your professionals' written instructions. This kit holds the record; it does not set the requirements.

Questions & Answers Record

Buyer, agent, and lender questions arrive by text, email, and phone. Log each question and the answer you gave · answered from the filed reports, never from memory.

Date	Question (their words)	Answer given

Question you could not answer yet, and who is answering it:

Date that answer was sent:

- [ ] Every answer points to a filed document (report name + date) · if it is not in the file, it is not in the answer.
- [ ] Corrections are added as new lines with new dates · the first answer stays on the record.

Pre-Closing File Checklist

Walk this list before closing day. The goal: every test ordered is filed, every result is copied exactly, and every handoff is logged.

- [ ] Test order log (page 3) is complete · nothing was ordered outside this file.
- [ ] Septic record (page 4) matches the inspector's report, with the report itself filed behind it.
- [ ] Well water results (page 5) match the lab report word-for-word, with the full report filed.
- [ ] Handoff log (page 6) shows every document the other side received, with dates.
- [ ] Retests and follow-ups (page 7) are closed out or clearly marked still open, with dates.
- [ ] Questions record (page 8) has no unanswered line left without an owner and a date.
- [ ] A complete copy of this file stays with you after closing · sales files get asked for later.

File completed by (name):

Date completed:

Closeout & Sale File Checklist

File it complete tonight, while the sale is still one story.

Closeout checklist

- [ ] Order log, septic record, lab results, handoff log, retest tracker, and Q&A record are filed together under the property address.
- [ ] Original lab and inspector reports are stored with this kit · this log is the index, their reports are the evidence.
- [ ] The spreadsheet test log is updated: every test, provider, result recorded, and report filed.

Questions to ask a professional

- Ask your attorney or agent: which test documents does our contract require, and by when?
- Ask your licensed septic inspector: what does your report cover, and what does it not cover?
- Ask your lab: how do I read each line of this report, and when should this water be retested?

This kit is a general documentation tool you complete from your own providers' reports and your own contract. It is not legal, health, or environmental advice · consult an attorney about your situation. It states no health standard, pass/fail limit, or disclosure law as applying.