

SELLER'S GUIDE



Joseph Sullivan
REAL ESTATE

MATTHEW & NORMA PACE
MANAGING BROKER & OWNER
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SELLER'S GUIDE

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WHAT YOU CAN EXPECT FROM US

MEET OUR TEAM



Anica Huyser
REALTOR®



Bree Pace
REALTOR®



Brittany Epperson
REALTOR®



Brian Rodriguez
REALTOR®



Maria L. Diaz
REALTOR®



James Ponton II
REALTOR®



Phuong Beckman
REALTOR®



Kelly Smith
REALTOR®



Rodney Sesler
REALTOR®

• Creditability & Integrity • Loyalty & Respect • Timely Guidance

MEET YOUR REAL ESTATE STRATEGIST



Matthew Pace

Managing Broker | Owner | Retired U.S. Army

Let's Connect



(813) 898-7150



Matt@josephsullivan.net



www.josephsullivan.net



1073 E Brandon Blvd,
Brandon, FL 33511

After a distinguished tenure with a Fortune 50 enterprise, Matthew seamlessly transitioned into a new chapter as a Managing Broker, REALTOR®, and Real Estate Investor, catering to the Greater Tampa Bay area. His professional ethos revolves around values-driven, customer-centric practices and fact-based decision-making, anchored by unwavering pillars of integrity, selflessness, vitality, meticulous attention to detail, and an innovative mindset.

Retiring from a 20+ year career in the United States Army in 2007, Matthew's commitment to excellence continued with academic pursuits. He pursued a Doctorate in Business Administration with a focus on Strategy & Innovation at Capella University. His academic journey reflects a multidisciplinary foundation in business, security management, and technology, boasting three graduate degrees from the University of Maryland Global Campus and American Military University. Additionally, he holds a Bachelor's Degree in Business & Management from the University of Maryland Global Campus, where he served as an Associate Professor for 15 years in the Cyber Security and Information Systems Divisions.

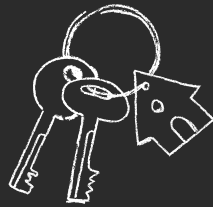
Married to the former Norma Malone for 39 years, Matthew and Norma are the proud parents of 39-year-old twin daughters (Breonna and Brittany), both licensed Real Estate Agents serving the Greater Tampa region. This dynamic duo has not only enriched the real estate landscape but also blessed Matthew and Norma with five beautiful grandchildren, ranging in age from 5 to 16 years—three girls (Siena, Kylee, and Zaida) and two boys (Cade and Zain). Matthew's commitment to family mirrors his dedication to his professional pursuits, creating a legacy that spans both business and personal spheres.

GET READY TO SELL!

We're here to guide you through the process, every step of the way.



FROM LISTED TO SOLD



- MEET WITH YOUR AGENT
- DETERMINE A PRICE
- PREPARE HOME FOR SALE
- LIST & MARKET HOME
- RECEIVE OFFERS & NEGOTIATE
- INSPECTION & APPRAISAL
- CLOSING

PRE-LISTING PREPARATION

- » *Schedule* a tour of your home with your agent.
- » *Discuss* any potential repairs, upgrades or staging to be completed before listing your home.
- » *Establish* an asking price based on the current market and comparable property listings.
- » *Prepare* your home to be photographed and put on the market.



PRICING YOUR HOME TO SELL

The Market Value

OF YOUR HOME IS BASED ON A COMBINATION OF FACTORS INCLUDING:

- ✓ THE CURRENT MARKET
- ✓ COMPARABLE LISTINGS
- ✓ LOCATION
- ✓ NEIGHBORHOOD
- ✓ AGE OF THE HOME
- ✓ CONDITION OF THE HOME
- ✓ IMPROVEMENTS



Pricing Strategy

plays a key role in the home selling process, and can mean the difference between selling right away or sitting on the market for months.



It's important to understand that the amount you want for your home may not be a realistic price for the market, and the amount of money you have spent on it does not determine the market value.

FAIR MARKET VALUE

A home that is priced

AT A FAIR MARKET VALUE WILL ATTRACT MORE BUYERS, AND
IS MORE LIKELY TO GET MULTIPLE OFFERS AND SELL FASTER.



COMPARABLE PROPERTIES

RECENTLY SOLD IN YOUR NEIGHBORHOOD



123 LAKESHORE DR.

3  2  2 

3,000 SQUARE FEET
SOLD FOR: \$789,000
DAYS ON THE MARKET: 24



123 LAKESHORE DR.

3  2  2 

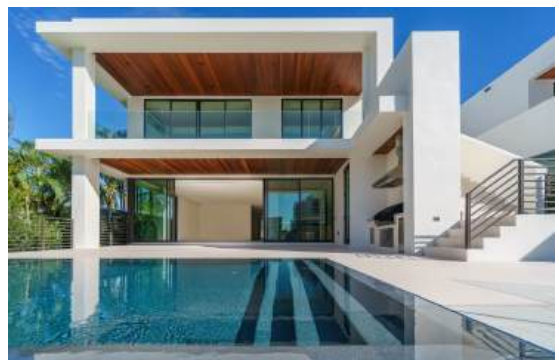
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COMPARABLE PROPERTIES

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LIST PRICE: \$789,000

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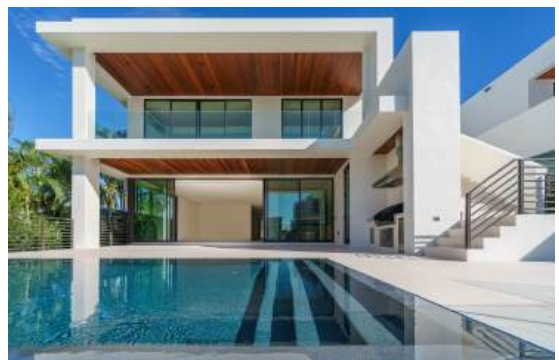
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7 EASY CURB APPEAL TIPS THAT WILL MAKE BUYERS FALL IN LOVE

1 FRESH COAT OF PAINT ON THE FRONT DOOR

Make a great first impression of your home with a freshly painted front door. Evaluate the condition of your home's exterior paint as well as the front steps, patio and railings. A fresh coat of paint can make all the difference!

2 ADD FLOWERS TO THE FRONT PORCH

Sometimes the simplest things can make the biggest difference. New planters on the front porch filled with beautiful, vibrant flowers will make your home appear more inviting, warm and welcoming.

3 PRESSURE WASH THE DRIVEWAY

While a dirty, oil stained driveway gives the impression of a home that may need some work, a pressure washed driveway and walkway presents a clean, well maintained home.

4 UPDATE EXTERIOR LIGHT FIXTURES

Replace faded, builder grade exterior lighting with new, up to date fixtures. Shiny new fixtures will brighten up your home at night, and look clean and polished during the day. Evaluate the front door handle and lockset as well.

5 KEEP THE LAWN & GARDEN TIDY

An abandoned looking yard makes buyers think the home might be neglected, but a freshly cut lawn and well manicured gardens shows a well cared for home. Be ready for showings by staying on top of lawn mowing.

6 ADD OR REPLACE HOUSE NUMBERS

Clear, crisp numbers that can be seen from the street make your home easier to find as well as giving the overall appearance a little boost. You may also want to evaluate the condition of your mailbox.

7 ADD A WELCOME MAT

Add a brand new welcome mat to greet buyers as they walk through the front door. Even the smallest details like these can make a home feel more inviting.

PHOTOS & SHOWINGS PREP

In today's market, professional photographs
ARE A REQUIREMENT FOR EVERY SUCCESSFUL LISTING.

We've put together a checklist to help get your home photo-ready, as well as preparing to show to potential buyers.



PHOTOS & SHOWINGS

CHECKLIST

Things You Can Do Ahead of Time

INSIDE

- ☐ Clear off all flat surfaces – less is more. Put away papers and misc. items.
- ☐ Depersonalize: take down family photos and put away personal items.
- ☐ Clear off the refrigerator: remove all magnets, photos and papers.
- ☐ Replace burnt out light bulbs and dust all light fixtures.
- ☐ Deep clean the entire house.
- ☐ Touch up paint on walls, trim and doors.

OUTSIDE

- ☐ Increase curb appeal: remove all yard clutter and plant colorful flowers.
- ☐ Trim bushes and clean up flower beds.
- ☐ Pressure wash walkways and driveway.
- ☐ Add a welcome mat to the front door.

Pro Tip

Don't be tempted to shove things inside closets! Curious buyers look in there too.

On the Day of Photography or Showings

KITCHEN

- ☐ Clear off countertops, removing as many items as possible.
- ☐ Put away dishes, place sponges and cleaning items underneath the sink.
- ☐ Hang dish towels neatly and remove rugs, potholders, trivets, etc.

BATHROOMS

- ☐ Remove personal items from counters, showers and tub areas.
- ☐ Move cleaning items, plungers and trash cans out of sight.
- ☐ Close toilet lids, remove rugs and hang towels neatly.

IN GENERAL

- ☐ House should be very clean and looking it's best.
- ☐ Lawn should be freshly mowed and edged.
- ☐ Move pet dishes, toys and kennels out of sight.
- ☐ Make beds, put away clothing, toys and valuables.
- ☐ Turn on all lights and turn off ceiling fans.

Pro Tip

Before a showing, make sure there are not any lingering cooking aromas, pet odors, or other strong smells. This can be a deal breaker to some buyers.

TRUSTED VENDORS

HOME INSPECTION

Paramount Home Inspectors
Paramountinspectors.com
(813) 616-1399

HOME WARRANTY

First American Home Warranty
Go.fahw.com
(800) 992-3400

HOUSE CLEANING

Estafani Cleaners
POC: Daiana Estefani
(813) 816-3959

TITLE COMPANY

Insured Title Agency
Insured-title.com
(813) 855-3585

HANDYMAN

Pro Handyman Solutions
POC: Oscar
(813) 822-7076

PAINTER

Bay Professional Painters
POC: Moises Rodriguez
(813) 504-6381

ELECTRICIAN

All-Star Electrical
Allstarelectrician.com
(888) 952-5578

PLUMBER

Bayshore Plumbing
Tampaplumbingfl.net
(813) 835 - 5633

APPLIANCE REPAIR

WeFix Appliance
We-Fixappliance.com
(727) 349-4942

LANDSCAPING

Tezna Landscaping
Teznalandscaping.com
(813) 708-7390

ROOFING

Heaven Sent Roofing
heavensentroofingfl.com
(813) 734-2516

A/C & HEATING

Hot 2 Cold AC
hot2coldairconditioning.com
(813) 580-8800

HOME STAGING

Dwell & Company
Dwellstaging.com
(844) 433-9355

MOVING COMPANY

Brothers EZ Moving
Brothersezmoving.com
(813) 505-2560

CARPET CLEANER

Stanley Steamer
Stanleysteamer.com
(800) Steamer

PHOTOGRAPHY

Red Letter Drones & Photos
Redletterdrones.io
(813) 825-4755

HOME INSURANCE

Noble Insurance
Nobullinsurance.com
(727) 533-5734

REAL ESTATE ATTORNEY

Martinez Law, PA
Martinezlawfla.com
(813) 803-4887

Joseph Sullivan
REAL ESTATE



TOP 5 WAYS TO PREP YOUR HOME TO SELL FAST

1 START WITH THE RIGHT PRICE

Homes that are priced strategically from the beginning are much more likely to sell faster than those that are priced too high for the market. Comparing similar homes in your area that have sold and that are currently for sale will help determine a fair market price to list your home.

2 DEPERSONALIZE & MINIMALIZE

To make your home feel more spacious, try to minimize as much of your belongings as possible. No clutter around the house lets buyers see your house and not your things. They need to be able to picture your home as their own, so put away the family photographs. Evaluate what you can potentially live without for the next several months and start packing. It all needs to be packed anyway, so you might as well get a head start!

3 CLEAN, CLEAN & THEN CLEAN SOME MORE

Everyone loves a clean home, so clean yours like you've never cleaned before! Show your home at its best with a spotless kitchen, super clean bathrooms, and shiny floors. You don't have to live like a clean freak forever, but buyers are sure to appreciate your efforts!

4 MAKE HOME MAINTENANCE A PRIORITY

Preparing to sell often requires putting some money and work into your home. When buyers see repairs that need to be done, they start looking for what else could be wrong with the house. This could cost you thousands off your asking price or even risk losing the sale. Being proactive and completing home repairs before listing will help selling go smoother and quicker. You can even have a pre-listing inspection done if you want to avoid the possibility of surprises later on.

5 BE READY & WILLING TO SHOW

Showing your home is an important part of the selling process, and being accommodating to showing requests will increase the likelihood of finding a buyer. Keep your home as "show ready" as possible at all times so that you can quickly tidy up on short notice and leave your home (taking your pets with you) before the potential buyers arrive.

LISTING & MARKETING

When we list your home,

YOUR LISTING WILL RECEIVE MAXIMUM EXPOSURE USING
OUR EXTENSIVE MARKETING TECHNIQUES.



LISTING YOUR HOME



MLS LISTING

Your home will be put on the MLS where it can be seen by other real estate agents who are searching for homes for their buyers. Your listing will also be posted on websites like Zillow and Realtor.com where potential buyers will be able to find your home.



SIGNAGE

A For Sale sign will be placed out in front of your home, as well as Open House signs before an open house takes place.



LOCK BOX & SHOWINGS

A lock box will be put on your door once your home is on the market. It's best for sellers not to be present at the time of showings, and a lock box allows agents who schedule showings to access your home with interested buyers.



OPEN HOUSE

An open house will be strategically scheduled to attract attention to your home. Open houses are a great way to generate interest and get more potential buyers to see your home.



VIRTUAL TOUR

We will create a virtual walkthrough to give your listing an advantage over other listings by allowing buyers to see your home in more detail online.

OUR MARKETING STRATEGY



EMAIL MARKETING

Your home will be featured in our email newsletter as well as sent out to our active buyers list of clients who are currently looking for homes.

NETWORK MARKETING

Your listing will be shared with our extensive network of real estate agents to increase your home's visibility.

SOCIAL MEDIA MARKETING

We use a variety of social media networks like Instagram, Facebook, Pinterest, Twitter and LinkedIn to get the word out about your listing.



OFFERS & NEGOTIATIONS

Being flexible will help

THE OFFER AND NEGOTIATION PROCESS GO SMOOTHER,
MOVING YOU ONE STEP CLOSER TO FINALIZING THE SALE OF
YOUR HOME.



FACTORS TO CONSIDER

Accepting the highest price offer

might seem like the logical choice, but there are many factors to consider when reviewing an offer, and knowing your options allows you to come up with a plan that works best for you.

CASH OFFER

Some sellers accept a lower priced cash offer over a higher priced loan offer because there are typically less issues that come up, like for example a loan falling through. Consider your timeline and finances to evaluate if it is worth accepting a lower offer for a faster closing and often a much simpler process.

CLOSING DATE

Some buyers may be looking to move in as soon as possible, while others may need more time in order to sell their own house. You may be able to select an offer based on a timeframe that works best for you, or you might have to be more flexible in order to close the deal.

CLOSING COSTS

Closing costs fall under the buyer's list of expenses, but buyers may ask the seller to pay for a portion, or all of this expense, as part of the sale negotiation.

CONTINGENCY CLAUSES

A contingency clause is a qualifying factor that has to be met in order for the buyer to move forward with the sale. Contingency clauses often include details of financing, inspections and home sales, and the terms can be negotiated between the parties. The contingency allows the buyer to back out of the contract without penalty if the terms are not met.

UNDER CONTRACT

Once you and the buyer have agreed

ON TERMS, A SALES AGREEMENT IS SIGNED AND YOUR HOME IS OFFICIALLY UNDER CONTRACT.



STEPS BEFORE CLOSING

INSPECTION

Property inspections are done to make sure that the home is in the condition for which it appears. If the property inspector finds any issues, the buyer can decide if they want to back out of the contract or renegotiate the terms of the sale.

POSSIBLE REPAIR REQUESTS

After an inspection, buyers may have repairs they would like completed before purchasing your home. Typically there is room for negotiation, but some of these items can be deal breakers. It is necessary for both parties to come to an agreement on what will be repaired and what will not, and if there will be a price deduction in order to accommodate for the repairs.

APPRAISAL

If the buyer is applying for a loan, the bank will request an appraisal to confirm that the home is worth the loan amount. The appraisal takes into account factors such as similar property values, the home's age, location, size and condition to determine the current value of the property.

FINAL WALK THROUGH

Before a buyer signs the closing paperwork, they will come to the home to do a final walk through. This last step is to verify that no damage has been done to the property since the inspection, that any agreed upon repairs have been completed, and that nothing from the purchase agreement has been removed from the home.

Next Step - Closing!

CLEARED TO CLOSE

Closing is the final step

of the selling process. On the day of closing, both parties sign documents, funds are dispersed, and property ownership is formally transferred to the buyer.



CLOSING DAY

Closing Expenses

FOR THE SELLER CAN INCLUDE:

- TITLE INSURANCE POLICY
- HOME WARRANTY
- REAL ESTATE AGENT COMMISSIONS
- RECORDING FEES
- PROPERTY TAXES (SPLIT WITH BUYER)
- REMAINING BALANCE ON MORTGAGE
- ANY UNPAID ASSESSMENTS, PENALTIES OR CLAIMS AGAINST YOUR PROPERTY

ITEMS TO BRING TO CLOSING:

- ✓ Government Issued Photo ID
- ✓ House Keys
- ✓ Garage Openers
- ✓ Mailbox Keys

Congratulations on Selling Your House!

SUCCESS STORIES

Top-notch service! Matt Pace treated me like a VIP from start to finish. As a newcomer to Florida, he guided me through every step, ensuring I understood the process and found my dream home. Simply the best buying experience –thank you, Matt!

- L Howard



There's only one Matt Pace! As a military family, we were grateful for his knowledge, communication, and understanding of our unique situation. He made the home-buying experience enjoyable and stress-free—we can't thank him enough!

- R Ortiz



Other agents wanted to lower my price due to needed upgrades, but Matt Pace disagreed and delivered. He managed renovations, staged the home, and sold it for top dollar before the work was even done. I trusted Matt and his team completely, and they made the impossible happen. A great Realtor is truly priceless!

- C Markel



Joseph Sullivan

REAL ESTATE

Sell with Confidence

