

PAPERWORK

Gather the boring stuff early

None of this is interesting and all of it is easier to find now than during a deadline. Put it in one folder, digital or paper, before the property goes on the market.

SELLER TOOL • THE FOLDER

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| ☐ Improvement receipts and invoices | ☐ Service records for every major system |
| ☐ Permits for any work done | ☐ Warranties still in effect |
| ☐ Floor plans | ☐ Survey or ILC |
| ☐ HOA documents you already have | ☐ Rental history and revenue records |
| ☐ Solar documentation and any lease | ☐ Smart home details and logins |
| ☐ Every key, fob and garage remote | ☐ Appliance manuals and model numbers |

Two of these do more work than the rest. **Service records** close inspection questions before they become requests. **Improvement receipts** support your pricing, and they help an appraiser understand what has been done that the square footage does not show.

TUCKER'S TIP

It is a lot easier to find the boiler invoice today than when an inspection deadline expires tomorrow.