

YOUR SELLER TO DO CHECKLIST

Pre Listing Checklist

- COPY OF LATEST MORTGAGE STATEMENT
- COPY OF CURRENT TAX BILL
- COPY OF CURRENT INSURANCE BILL
- PROVIDE COPY OF SURVEY
- PROVIDE COPY OF FLOOR PLAN
- MAKE 2 KEYS FOR AGENT USE
- AVERAGE UTILITIES
- LIST OF FEATURES AND UPGRADES
- MAINTENANCE AND REPAIR RECEIPTS
- DECLUTTER COUNTERS AND CABINETS
- DEEP CLEAN
- EXTERIOR WINDOW CLEANING
- COPIES OF LEASES FOR ANY LEASED EQUIPMENT
- LIST OF EXCLUSIONS
- NEW SELLER INFORMATION SHEET COMPLETED

Common Exclusions

(THESE ARE ITEMS YOU WOULD TYPICALLY LEAVE BUT WANT TO TAKE WITH YOU)

- RING DOORBELL
- EXTERIOR OR INTERIOR CAMERAS OR SECURITY SYSTEM
(IS IT A LEASE? IS IT PAID OFF? WHAT IS THE COST TO
TRANSFER TO NEW OWNER)
- LIGHT FIXTURES
- CEILING FANS
- CURTAINS OR CURTAIN RODS
- TV MOUNTS
- OUTDOOR TV'S
- SPEAKERS
- MEDIA EQUIPMENT
- BUILT IN SMOKERS OR GRILLS



Preparing For The Photoshoot

- DECLUTTER CLOSETS
- DECLUTTER ROOMS
- DECLUTTER COUNTERTOPS
- PUT AWAY PERSONAL PHOTOS
- HAVE HOME PROFESSIONALLY CLEANED, CARPETS TOO IF NEEDED.
- HAVE SHADES & CURTAINS OPEN
- HAVE BEDS MADE
- ROOMS CLEANED
- TOILET SEATS DOWN
- APPLIANCES IN KITCHEN STORED AWAY
- HAVE PETS OUT OF THE HOME OR OUT OF THE WAY
- REMOVE CARS AND OTHER VEHICLES OUT OF DRIVEWAY AWAY FROM HOME
- VACATE HOME 15 MINS PRIOR TO SCHEDULED ARRIVAL OF PHOTOGRAPHER

Preparing For Showings

- HAVE KITCHEN AND HOME PICKED UP (TRY NOT TO COOK ANYTHING RIGHT BEFORE A SHOWING)
- HAVE SHADES & CURTAINS OPEN
- HAVE BEDS MADE
- HAVE ROOMS CLEANED
- TOILET SEATS DOWN
- SHOWER CURTAINS PULLED ACROSS
- APPLIANCES IN KITCHEN STORED AWAY
- HAVE PETS PUT UP OR OUT OF THE HOME
- TURN OFF ALARM SYSTEM
- VACATE THE HOME 15 MINUTES PRIOR TO SCHEDULED SHOWING



What To Expect While Your Home Is On The Market

- SHOWING REQUEST - THE MORE ACCESSIBLE YOUR HOME IS, THE MORE EXPOSURE YOU HAVE AND THE GREATER CHANCE OF GETTING IT INTO CONTRACT.
- I WILL REQUEST FEEDBACK FROM EVERY AGENT WHO SHOWS IT AND YOU WILL RECEIVE THE FEEDBACK WITH YOUR WEEKLY UPDATE
- AS OFFERS COME IN, I WILL EMAIL IT TO YOU WITH BREAKDOWNS OF KEY ITEMS FOR YOUR REVIEW
- BUYER REQUEST REPAIRS: IF THERE ARE SAFETY RELATED ITEMS OR BIG TICKET ITEMS WE WILL STRATAGIZE HOW TO MOVE FORWARD



What To Do When Your Home Is Pending.

- LENDER/TITLE ORDERS SURVEY & APPRAISAL IF NEEDED
- TITLE MAY REQUEST ADDITIONAL DOCUMENTATION - THIS SHOULD BE DONE PROMPTLY
- SELLER WORKS ON AGREED TO REPAIRS AND PROVIDING DOCUMENTATION
- SCHEDULE FOR UTILITIES TO BE TURNED OFF THE DAY AFTER CLOSING
- FINAL WALKTHROUGH: A FEW DAYS BEFORE CLOSING THE BUYER'S AGENT WILL SCHEDULE A FINAL WALKTHROUGH FOR THE BUYERS.
- PREPARE FOR CLOSING: A FEW DAYS PRIOR TO CLOSING THE TITLE COMPANY WILL SEND OVER THE INITIAL CLOSING DISCLOSURE FOR YOUR REVIEW.
- CLOSING & FUNDING: THIS IS THE BIG DAY! BE SURE TO BRING A CURRENT AND VALID GOVERNMENT ISSUED ID. EVERYONE MUST BE PRESENT UNLESS YOU ARE DOING A REMOTE CLOSING OR SIGNING IN ADVANCE. ONCE ALL PARTIES SIGNATURES ARE COMPLETE YOU WILL RECEIVE NOTICE OF CLOSED AND FUNDED.