

Home Selling Checklist



☒ Before you list for sale

- ☐ Consult/Hire a REALTOR® - Call Royer Realty LLC 937-592-7653
- ☐ Timelines are important - how soon do you want to sell?
- ☐ Consider your goals
- ☐ Consider how much you need/want in proceeds of your sale
- ☐ Consider where you are moving and what your plans are
 - If you need to buy another home, your Realtor can help!
- ☐ Declutter, complete maintenance items, freshen landscaping, etc.
- ☐ Pack seasonal items or unused items to help maximize space in your home
- ☐ Gather your home improvement notes
- ☐ Gather your average utilities usage notes
- ☐ Have a spare key made for your Realtor
- ☐ Be ready for photos the day of your listing appointment
- ☐ Consult your lawyer if you have an estate/trust for special instructions
- ☐ If you are concerned about tax consequences, consult your accountant

☒ Day of Listing Appointment

- ☐ Be ready for photos and have your home information available
- ☐ If you have ANY questions, please ask your Realtor
- ☐ Listing appointments take 1-2 hours
- ☐ Complete listing contract, state required disclosures & utilities/updates notes
 - Your Realtor will explain the documents and process
- ☐ Discuss your net proceeds after expenses and mortgage/debt payoff(s)
- ☐ Discuss home showing instructions and availabilities
- ☐ Discuss home warranty options
- ☐ Realtor will photograph your home for marketing
- ☐ Realtor may measure your home
- ☐ Realtor will install a lockbox with your spare key inside
- ☐ Realtor will put up a For Sale sign in your yard
- ☐ Realtor will input your home in the Multiple Listing Service (MLS)
- ☐ Realtor will set up ShowingTime for home showing appointments
- ☐ Realtor will upload your property disclosures to the MLS
- ☐ Realtor will start marketing your home for sale!

☒ You're For Sale - Now What?

- ☐ Always try to be ready for a showing; the courtesy is next day notice
 - ☐ Please leave your home for the duration of any showings (and take pets)
- ☐ You may have many showings before receiving an offer
- ☐ If you are not seeing the activity you desire, talk with your Realtor





✕ An offer to purchase your home is received

- ☐ Your Realtor will present the offer to you in a timely manner
- ☐ Consider all aspects of the terms of the offer
- ☐ You have three choices: Accept, Reject or Counter the initial offer
- ☐ Negotiate the best terms (Price, timelines, expenses, possession, etc)
- ☐ Accept the final terms - sign a legally binding contract
- ☐ Your Realtor will deliver signed copies of the contract to all parties involved
- ☐ The buyer will perform contingency terms: inspections, loan application, etc
 - ☐ Whole house inspection
 - ☐ Well/septic Inspections (if applicable)
 - ☐ Radon test or other inspections
 - ☐ You are not expected to be present at the inspections (for quick inspections, it's okay to stay)
 - ☐ Buyers may be there for part or all of the home inspection accompanied by their Realtor or the home inspector
 - ☐ The inspector will take photos of your home to identify or show areas in the home inspection report
- ☐ Post inspection negotiations: buyer has the right to ask for repairs for items discovered during the home inspection.
 - ☐ You have the right to agree/reject/negotiate the buyer's request.
 - ☐ Major concerns like health and safety issues are most common items requested of buyers but is not limited to these topics.
- ☐ The buyer's lender will send out an appraiser to walkthrough your home who will also take photos of each room for the appraisal report
 - ☐ Appraisers will determine value for the buyer's lender
 - ☐ You do not have to be home for the appraisal but can be if needed
 - ☐ Certain loan types (FHA/VA/USDA) will require the appraiser to access the attic and basement/crawl space areas of your home - please have those areas accessible.
 - ☐ Appraisers can note health/safety required repairs.
 - ☐ Value must meet or exceed the purchase price for these loan types
 - ☐ Appraisal may be a contingency in your offer - if your home does not appraise, the buyer may ask to negotiate a new price
 - ☐ Appraisals are not required for cash offers but can still take place
- ☐ By this point, there will be a title company (attorney for the closing) hired
 - ☐ Title companies prepare the deed, perform the closing and file payoffs and the new deed. (You may be contacted for payoff request/info)
 - ☐ The title company will offer you "Closing Protection" and Owner's Title Insurance Policy (both optional but the Title Insurance may be part of your buyer's negotiation in the offer to purchase)
- ☐ Buyer receives the clear to close from the lender
- ☐ Schedule the date/time/location of the closing on your home
- ☐ Buyer may request a final walk-through of your home prior to closing
- ☐ Review with your Realtor the final Closing Disclosure details
- ☐ Royer Realty does not give out wiring instructions.



- ☐ Attend the closing (Bring your state issued identification card) and sign your final papers - Your home is SOLD when you finish the closing!

✕ After the closing

- ☐ Give possession to the new owner on or by _____ date/time
 - ☐ This date/time will be decided during offer negotiations
 - ☐ Provide all keys, remotes, manuals, etc to the new owners
- ☐ Maintain home owner's insurance and utilities through the date of possession
- ☐ Realtor's commission, title fees and other expenses are paid at the closing by the title company on your behalf out of your proceeds
 - ☐ Deposit your proceeds check!
- ☐ Your Realtor will post your home sold in the MLS and in other marketing
- ☐ Your Realtor will put up a SOLD sign in your yard for up to two weeks after sale

✕ Plan your move

- ☐ Change your address
 - ☐ Post Office
 - ☐ Provide your new address to your old utilities for final billing
 - ☐ Update your driver's license and vehicle registration(s)
 - ☐ Magazine Subscriptions
 - ☐ Notify family, friends, schools, doctors, etc.
- ☐ Schedule movers
 - ☐ Buy or sell with Royer Realty - Use our moving truck for FREE!
 - ☐ Just fill the truck with gas when you are finished!
 - ☐ Schedule your day to use the truck with Royer Realty
- ☐ Find new schools/doctors/veterinarian if relocating
- ☐ Set up your new utility services - give several days notice
 - ☐ Electric
 - ☐ Gas/Propane
 - ☐ Insurances
 - ☐ Water/Sewer
 - ☐ Trash Services or find your local recycling center
 - ☐ Phone/Internet/Cable
- ☐ Update your emergency contacts
- ☐ Register to vote in your new precinct
- ☐ Prepare your new home for your move
 - ☐ Discuss a new emergency escape plan and fire safety