

# PREPARING YOUR HOME TO SELL

## *YOUR SELLERS GUIDE*

PROCESS TO GET TO SOLD

LISTING CHECKLIST

PRE-INSPECTION CHECKLIST

PHOTOGRAPHY CHECKLIST

SHOWING CHECKLIST

MOVING CHECKLIST



## *HOW TO GET TO SOLD.*

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# Hello!

Congratulations on take the first step towards selling your home.

Whether this is your first time or you your tenth time it can be overwhelming. Selling your largest financial asset will do that to you. You want to make sure you do it right. It's why it is so critical who you hire.

This home Sellers guide will provide you with the a good understanding and the tools needed to stay on top of everything.

I'm here EVERY step of the way to help you through. I'll work with you to ensure the process is seamless and successful.

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# UNDERSTANDING

*the process of preparing your home for sale*



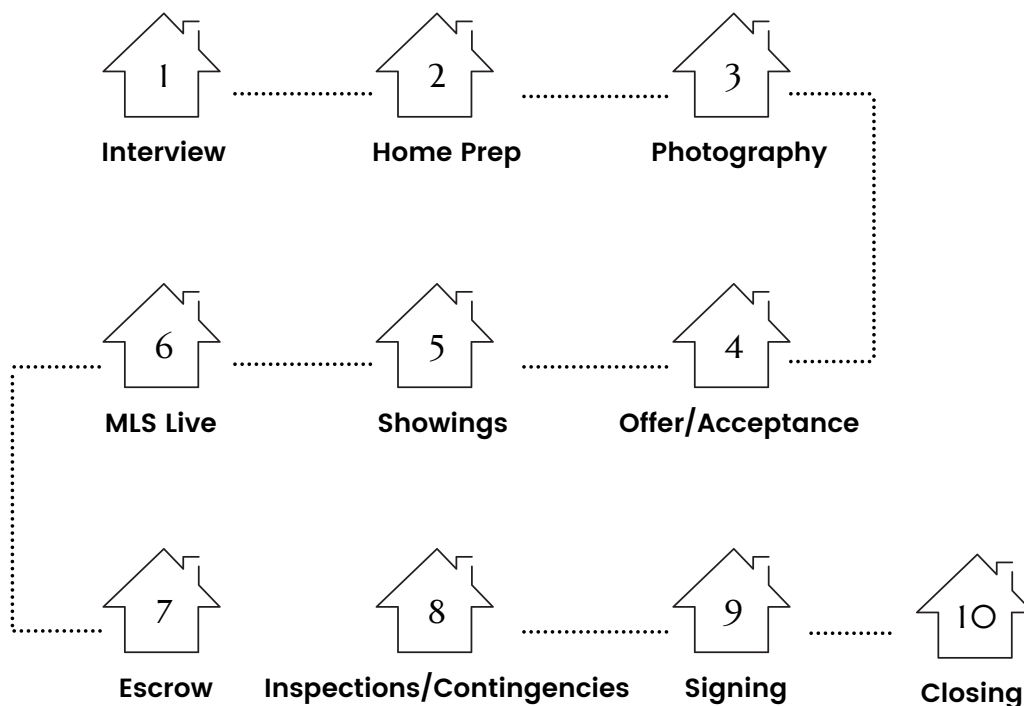
# SELLERS ROAD MAP

## GETTING YOUR HOME SOLD

Selling your home can be one of the most stressful times in your life, second only to buying a home. Understanding the process and key factors influencing how the process goes will make it much smoother and stress free.

Starting with interview agents and identifying who will represent you best, who communicates the best, and who has the best game plan to accomplish your goals.

The process to the left is a typical seller process, but any misstep along the way, can cause unnecessary stress to you or other parties. Proactive research and effective leadership from your agent will save you heartache and money



# LISTING CHECKLIST

## INFORMATION

### *Agent Information Req*

- ☐ How much is your mortgage balance? \_\_\_\_\_
- ☐ Who is your mortgage provider/loan#? \_\_\_\_\_
- ☐ Are you delinquent on your mortgage? Y / N
- ☐ Has foreclosure proceedings started? Y / N
- ☐ Are there any judgement or liens against the property? Y / N
- ☐ What is the name of your HOA? \_\_\_\_\_
- ☐ Are you current on your HOA? Y / N
- ☐ Can you provide 12 months of utility bills.
- ☐ Copy of Trust Documents if any.
- ☐ Solar Panel, Alarm, Water Softener Lease Agreements if Any
- ☐ Copy of house keys for lockbox.
- ☐ SRPD Review & Signature
- ☐ Copy of all active warranties on appliances or items staying.
- ☐ Lockbox to put on property.
- ☐ Signed Listing Agreement
- ☐ Signed netsheet estimates



**"You should know  
within a small range  
what your net proceeds  
will be at the close of  
escrow."**



Review your expected costs associated with the transaction with the Realtor, so you understand what your closing costs might be and what your estimated NET PROCEEDS will be, before you sign a listing agreement.



## BOTTOM LINE

The sale of the home has to make sense and your bottom line matters. Make sure its in line with market expectations and what you will be satisfied with selling.

## NET PROCEEDS ESTIMATE

Estimate the value of your home with your agent. Calculate the payoff balance and any liens, taxes, insurance and miscellaneous costs to sell the home.

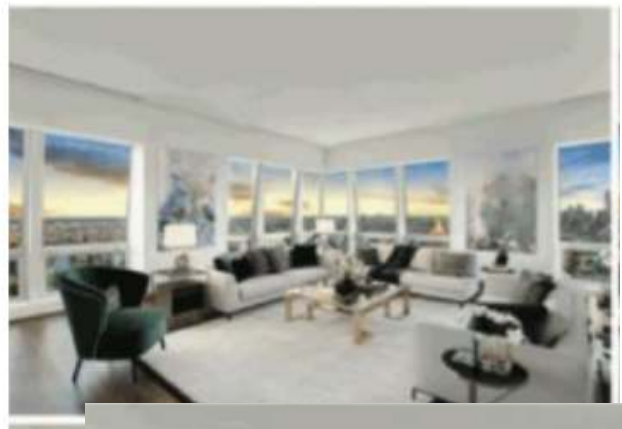




# STAGING TIPS

## HELPFUL TIPS

- Move out bulky and excess furniture.
- Stick extra stuff in the garage or a private storage unit.
- Add small touches to bathrooms such as candles or plants and small hand towels.
- Clear all countertops of items and keep items to a minimum. (Declutter as much as possible)
- Clean long lines make the home look more spacious and helps people envision your home as theirs.
- Take down drapes, curtains, and let the light in. Even outdated vertical blinds can detract from a homes potential.





# TO REPAIR OR NOT REPAIR

## NOT ALL RESALE REPAIRS WILL PAY OFF.

You don't want to spend a lot of money making improvements but you do want to repair obvious maintenance issues, and anything that will jump out at buyers if any have been neglected or put off. Ask for professional guidance or you will probably spend more on things you don't need to fix.

- Holes and cracks in walls and ceilings May scare off potential buyers, or buyers may ask for concession/credit to repair themselves.
- Broken appliances and HVAC systems Repair or replace, or be prepared for Buyers to ask for a credit allowance on these items.
- Repair leaky faucets Repair or be prepared for Buyers to ask for an allowance or credit for these items.
- Worn or stained carpeting. Clean at minimum, discuss with agent costs and if it will matter to your bottom line.
- Repaint dark walls, or mural painted walls with neutral paint. A fresh coat of a neutral paint (Light brown, or light grey) and white paint to the baseboards gives new life to a home, that may be older or in need of some repair.
- Broken window glass. Repair or be prepared for Buyers to ask for a concession/credit allowance.
- Caulk around areas where caulking may be dry, cracking or pulling away from sink, tub, or flooring.
- Clean up the Exterior - An overgrown yard, will lead Buyers to think you've slacked off on interior maintenance as well. Be sure to clean the gutters and pressure wash your home's siding and driveway.

# PRE-INSPECTION CHECKLIST

## General Main Areas

- ☐ Is the property clean?
- ☐ How is water pressure?
- ☐ Any mold or water damage unrepaired?
- ☐ Do you have all remotes, keys and controls?
- ☐ Check electrical outlets for covers..
- ☐ Check GFCI and panel to test breakers.
- ☐ Are the thermostats working?
- ☐ Does the doorbell work?
- ☐ Test Heating and Cooling systems HVAC.
- ☐ Check weather stripping around doors/windows.
- ☐ Does the Garage Door work?
- ☐ Does the irrigation work?
- ☐ Are the washer and dryer working?

## Kitchen

- ☐ Do all the appliances work?
- ☐ Is the exhaust fan functioning above stove?
- ☐ Any leaking from dishwasher air gap?
- ☐ Any leaking under the sink?

## Bathrooms

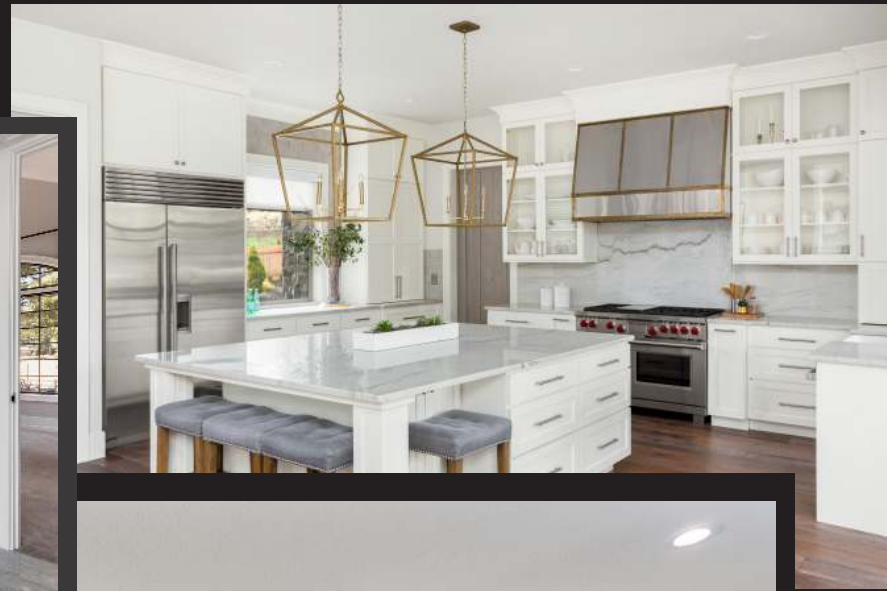
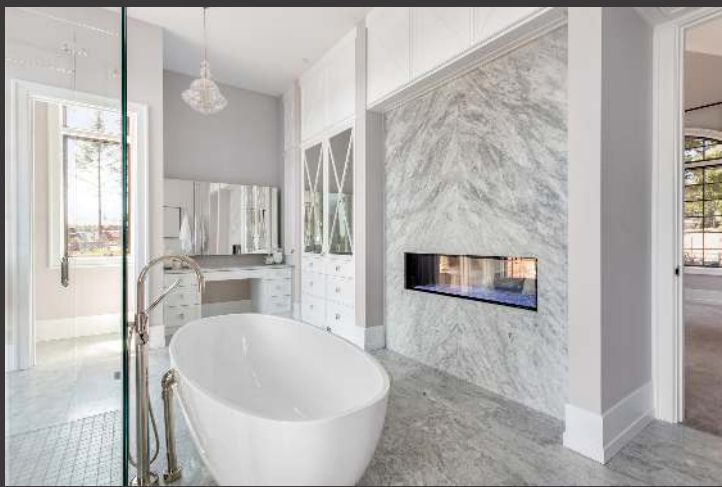
- ☐ Are there any leaks? Sink, Shower, Tub, Toilet?
- ☐ Any unknown odors?
- ☐ Any clogs or draining issues?
- ☐ Does the water run hot and cold?
- ☐ Any encrustations or hardwater build up?
- ☐ Any caulking pulling away? Tub, Shower, Toilet, Sink?
- ☐ Any damage to faucet, mirrors, sink, tub, or shower?
- ☐ Any water damage signs?

## Exterior Concerns

- ☐ Any cracks in concrete driveway or garage?
- ☐ Any roots as a cause?
- ☐ Any plants growing too close to the home?
- ☐ Any roof damage?
- ☐ Any siding or home structure damage?
- ☐ Any broken windows?
- ☐ Any leaning, eroded or damaged walls?
- ☐ Pool equipment working? Any leaks? If applicable.
- ☐ Is the swale drainage maintained?

# PHOTOGRAPHY MATTERS

Hire a professional, you won't regret it!





# Photography Prep Checklist

## Interior Main Areas

- ☐ De-personalize, remove family photos.
- ☐ Deep Clean all rooms, baseboards, windows, vents, ceiling fans.
- ☐ Remove all pet beds and toys.
- ☐ Remove all kids toys, kids books and play areas.
- ☐ Turn on all lights and open curtains.
- ☐ Organize all workspaces, bookshelves, liquor cabinets etc.
- ☐ Turn off all tv's and appliances

## Kitchen

- ☐ Clear all appliances off of counter.
- ☐ Degrease and deep clean all appliances.
- ☐ Depersonalize fridge drawings, magnets and photos.
- ☐ Remove old food from pantry, organize and tidy it up.
- ☐ Remove soap, sponges, dishtowels and drain rack.
- ☐ Sweep, mop and deep clean kitchen.
- ☐ Place decorative vase or bowl on counter with fruit.

## Bedrooms

- ☐ Declutter by removing unnecessary large furnitures.
- ☐ Clear night stands, dust and organize.
- ☐ Put on fresh bedding set and pillow set (Fluff).
- ☐ Turn off TV's and or other electronics.
- ☐ Store away any kids toys or dog beds.
- ☐ Hide cords and cables.
- ☐ Replace worn rugs.
- ☐ Make sure pictures are hung straight.

## Bathrooms

- ☐ Deep clean bathroom toilet, sinks, tubs, floors, and mirrors.
- ☐ Close toilet lid.
- ☐ Close shower curtain
- ☐ Clear countertops
- ☐ Put out decorative hand towels in basket, scented soaps.
- ☐ Place a small plant for decor.

## Exterior Curb Appeal

- ☐ Remove vehicles from driveway.
- ☐ Pressure wash driveway, entry way and sidewalk.
- ☐ Added potted plant/shrubs to entryway.
- ☐ Have landscaper trim bushes, plants, trees and mow lawn. .
- ☐ Add fresh rock or mulch.
- ☐ Clean and degrease BBQ Grills
- ☐ Wash outdoor patio set from dust, add new cushions .
- ☐ Place garbage bins inside the garage
- ☐ Place garbage bins inside the garage

## Laundry Room

- ☐ Remove all detergents from laundry room. Hide away
- ☐ Dust and clean exterior of dryer.
- ☐ Clean interior of front load washer Special detergent..
- ☐ Wipe down laundry sink, and counter..
- ☐ Hide shoe racks and hanging racks.
- ☐ Add decorative baskets and decor on any counter space.
- ☐ Add decorative baskets, jars and decor if counter space permits
- ☐ Organize cabinets and shelving if any.

# BEFORE YOU GO LIVE

## THINGS TO CONSIDER

- YOUR SHOWING HOURS?
- HOW YOU WILL BE NOTIFIED OF SHOWINGS?
- WHAT YOU WILL DO DURING SHOWINGS?
- GET AGENT TO PROVIDE BUYER/AGENT FEEDBACK.  
Consider a Buyer's perspective but don't take it to heart. This will include things such as:

- Opinion on the price
- Expectations vs experience
- Other things like are you considering an offer? Why or why not?
- What was your favorite part of the home?
- What was your least favorite part of the home?

- HOW MUCH DO YOU WANT TO NET? (*What figure is in your mind?*)

- WHEN WILL YOU REVIEW OFFERS?

- WHAT ARE YOUR MUST HAVES?

Talk through the most important items so when the offers come over you already know which terms are favorable.

- Long or short escrow?
- Certain closing date?
- No repairs?



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# SHOWING THE HOME

## WHAT WORKS



**"You should make the home available to show as much as possible."**

- Secure personal/valuable items (jewelry/medicine/guns) from plain site and remove or lock up in a safe if possible.
- Making your home available to prospective buyers as much as possible will help get more offers.
- Keeping it clean and tidy and smelling fresh really sets the tone.
- Making it bright (lights on, curtains open) really can change the way a home is viewed. Too dark and many buyers are turned off.
- Playing soft light jazz music is always a favorite for buyers.
- If you aren't able to show your home, or prefer someone be present at all times, ask your agent to show if possible. Depending on the market this may or may not be possible.
- If you have tenants or unable to show for any reason it is possible the offers may come in lower, everyone likes to see a home before they buy.



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# Showing Prep Checklist

## General Daily Tips

- ☐ Make beds daily.
- ☐ Keep all rooms clean (kids).
- ☐ Keep shoes neatly hidden.
- ☐ Take out all trash everyday.
- ☐ Don't cook odorous foods during showing days.
- ☐ Sweep, mop, vacuum daily.
- ☐ Wipe countertops and clean every night before bed and try to maintain clean orderly no clutter daily routine.
- ☐ Put pet beds and food trays away after feeding.

## 1 Hour to Showing

- ☐ Do ten minute list.
- ☐ Swiffer all hard surfaced floors clean up spots
- ☐ Clean all glass and mirror surfaces
- ☐ Scrub toilets and wipe down tubs,
- ☐ Take laundry with you if its overflowing.
- ☐ Turn on all lights and open curtains.
- ☐ Sweep the front walk way and shake out door mat
- ☐ Turn on light low jazz music and leave.
- ☐ Spray a quick Lysol or air freshener lightly before leaving.

## 10 Minutes to Showing

- ☐ Make the beds.
- ☐ Grab laundry basket - throw all countertop clutter in put it in your car, sort later.
- ☐ Empty all the garbages, take out.
- ☐ Put all dishes in dishwasher.
- ☐ Wipe counters quickly.
- ☐ Turn on all lights and open curtains.
- ☐ Spray fabreeze or air freshener lightly.
- ☐ Turn on light low jazz music and leave.



# The Easy

# moving checklist

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## PREP IN AVANCE

- Allocate a budget for your move
- Organize, declutter & clean
- Schedule movers / rental truck
- Make inventory of household items
- Donate unwanted old items to condense move.
- Get school records & register at new schools
- Arrange time off work / childcare for moving day
- Make a plan for moving vehicles, pets & plants
- Measure furniture for placement at new home
- Get labels, markers and boxes
- Anticipate the move. When you pack, pack/ label by room "Kitchen" box 1 of \_\_\_\_ Fill ending number once all kitchen has been packed and boxes counted. Repeat same with every room.

## NECESSITY BAG

- Pajamas & clean clothes
- Toiletries
- Any medications needed
- Towels
- Toilet paper
- Pet food & supplies
- Cell phone charger
- Important documents
- Cash & valuables

## Important Information:

## NOTIFY EVERYONE

### Essentials:

- Post office
- Employer

### Utility & Home Services:

- Gas
- Electric
- Water
- Telephone, internet & cable
- Garbage removal
- Lawn service

### Finances:

- Banks & credit unions
- Loan companies

### Insurance:

- Homeowner / renters insurance
- Health & dental insurance
- Life insurance
- Car insurance

### Government Agencies:

- Tax agencies
- Social Security Administration
- Department of Motor Vehicles (DMV)

### Service Providers:

- Doctors
- Dentists
- Veterinarians
- Attorneys
- Accountants
- Subscriptions & memberships

## CARRY OUT LAST OPEN 1ST

- Cleaning supplies
- Light bulbs
- Basic tools
- Paper plates, cups & utensils
- Coffee & snacks
- Hand soap
- Remote controls
- Kids toys

## MOVING DAY ARRIVES

- Plan to be home when movers arrive
- Protect floors & carpets with roll down plastic
- Contain pets in a safe place during move
- Make sure all boxes are labeled accurately
- Do a final cleaning & dispose of trash
- Take a final walk-through of your home
- Leave owner manuals & household receipts
- Leave labeled keys & garage door openers
- Lock doors, windows & turn off all switches



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