



SELLER'S CHECKLIST

1. Preparation

- Decide on timing to sell
- Meet with agent to review pricing strategy and market conditions
- Gather important documents (deed, tax records, HOA info, warranties, permits)
- Complete any agreed-upon repairs (especially safety or major items)
- Clean, declutter, and depersonalize home to prepare for showings
- Consider optional staging or rearranging furniture as recommended

2. Listing and Marketing

- Approve listing price and marketing strategy with agent
- Provide access to home for professional photography/virtual tour
- Review and approve listing description and marketing materials before publication

3. Showings

- Maintain clean and presentable home during listing period
- Secure or remove valuables and personal items
- Ensure home is accessible for showings as scheduled (or approve showing requests through agent)
- Keep lights on / home ventilated as appropriate for showings

4. Offers and Negotiation

- Review all offers with your agent
- Decide on counteroffers or accept/reject terms
- Negotiate price, repairs, credits, and timelines as needed
- Sign purchase agreement once offer is accepted

5. Under Contract (Escrow Period)

- Provide access for inspections and appraisal
- Approve or negotiate repair requests or credits
- Complete any agreed-upon repairs
- Provide requested documents for title/escrow process

6. Closing

- Review and sign closing documents
- Coordinate payoff of mortgage or liens (through escrow)
- Ensure property is vacated by agreed possession date
- Leave keys, garage remotes, manuals, warranties for buyer
- Schedule utility cancellations or transfers effective after closing
- Set up mail forwarding

7. Post-Sale

- Keep closing documents for tax records
- Update address with banks, subscriptions, insurance, and other accounts
- Celebrate your successful sale