



## Home Sellers Checklist

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### Ready to Sell

- Put dollars to repairs needed for selling condition.
- Consider hiring a licensed Realtor.
- Research the market; get an idea of what is selling.
- Inspect your home as a prospective buyer.
- Tour a home in selling condition.

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### Stick to a Budget

- List cosmetic repairs you'd like to make and review your budget.
- List mechanical repairs to be made and estimate costs.
- Be ready to pay:
  - A real estate agent's commission (4-7 percent of sale price).
  - Prorated property taxes based on closing date.
  - Transfer taxes.
  - Mortgage payoff penalties.
  - For a home inspection
  - Staging and marketing expenses.
  - Moving expenses.
  - A percentage of closing costs.
  - A new cost of living/mortgage.
  - Capital gains tax.

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### Make a Plan

- Set a time frame for selling.
- Sell during peak home buying seasons (spring and fall).
- Figure out how much you want to make.
- Check with an attorney if selling on your own.
- Consider hiring a broker or listing agent.
- Get listed on the Multiple Listing Service (MLS).

### Set a Price

- Research public records for recent comparable homes sales. Compare info with comparable homes currently on the market.
- Be aware of how long homes are sitting on the market.
- If you've hired an agent, get a Comparative Market Analysis.
- Make sure the area's average cost per square foot is in line with yours.
- Study interest rates and lending options.
- Know what homes in your area are up for sale.
- Determine your pricing strategy:
  - Price above sold prices, but lower than homes on the market.
  - Offer a price range.
  - Start a bidding war with a low price.

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### Attract Attention

- Post MLS photos that highlight the home's features.
- Send e-mails to everyone you know listing your home. Ask friends to pass on the e-mail.
- Put up for sale signs.
- Post a video tour of your home on a social networking site like Facebook.
- Advertise your listing. Try newspapers, real estate publications, and the Internet.

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### Clean, Clean, Clean!

- Mop floors.
- Dust everything.
- Steam clean carpets - don't forget drapes.
- Clean tile in kitchens and bathrooms.
- Organize closets and drawers.
- Empty the garage.
- Clean kitchen and laundry room appliances.
- Clear countertops of appliances.
- Replace caulking in kitchens and bathrooms.
- Rid sinks, toilets and bathtubs of stains.



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### Eliminate Clutter

- Store family photos and personal knick-knacks.
- Organize drawers, cabinets and closets.
- Lock up valuables and important documents.
- Remove bulky furniture.

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### Set the Stage

- Update light switches and fixtures.
- Rearrange furniture to show off the room's best features.
- Place flowers throughout the home.
- Add fresh linens to bathrooms.

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### Create Curb Appeal

- Sweep driveway, walkways and patio.
- Plant colorful flowers.
- Paint trim, shutters and door.
- Power wash the home's exterior including windows.
- Fix cracks in the driveway and sidewalk.
- Make roof repairs.
- Free gutters of debris.
- Mow the lawn and trim shrubs and trees.

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### Show Off

- Keep the home ready for showing.
- Hold a broker-only open house.
- Set a date for an open house and advertise.
- Take appointments or allow agents to show the home with a lockbox.

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### Take Offers

- Remain calm and in control, no matter what the offer.
- Keep track of all offers.
- Have a system in place for multiple offers.

### Counter and Negotiate

- If you don't want to lower your price much, try:
  - Offering to pay to lower the buyer's interest rate.
  - Saying no to contingencies like selling a home.
  - Offering to pay some closing costs.
  - Offering to prepay taxes.
  - Including furniture or other items of interest to buyers.
  - Offering to pay for some repairs.

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### Make sure your counter offer is clear on:

- Closing date
- Move-in date
- When repairs will be made.
- Help buyers with financing alternatives such by:
  - Financing a portion of the mortgage.
  - Allowing them to take over mortgage payments.
  - Leasing-to-own.

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### Make Escrow Easy

- Prepare your home for appraisals and home inspections.
- Choose an escrow officer to:
  - Order a title search.
  - Hold and disburse funds.
  - Request payoff information for your mortgage and liens on the home.
  - Prepare and record documents.
  - Prepare closing statements.
- Do a final walk-through inspection.
- Sign closing documents and move out.
- Organize documents for tax purposes.