

# Seller's Checklist

These are activities shown to be effective in marketing a home for the best possible price... and then guiding the transaction to a successful closing. You may want to find out which of the following will be performed by the real estate agent you are considering hiring.

## Will the agent...

- Prepare a custom marketing plan to help give your home exposure to the largest possible pool of buyers.
- Call past customers who may be interested in your home.
- Hold a Broker Open House for other real estate brokers.
- Prepare for and promote a public Open House.
- Invite neighbors to Open House as they may know a possible buyer.
- Get school and community information for display at Open House.
- Conduct Open House and have attendees sign Guest Register.
- Follow up with buyers who attend Open House.
- Promote your home at weekly office sales meetings.
- Get feedback from the brokers who show your home.
- Expose your home to buyers relocating into the area through the agent's affiliated relocation company.
- Prepare handouts with photos/features of your home to give to buyers.
- Send Just Listed cards to local area.
- Call other brokers working with buyers looking for a home like yours.
- Stay abreast of pricing in your community and let you know of any changes.
- Stay on top of interest in your home and keep you informed.
- Assist in scheduling all selling and closing details.
- Deliver executed documents to appropriate parties.
- Confirm deposit of initial deposit money.
- Confirm existence of bank/special accounts (especially important in all cash offers).
- Inform you of any knowledge of significant events as they occur.
- Confirm with selling Realtor® the completion of mortgage application (if applicable).
- Obtain name/phone of lender/mortgage loan representative (if applicable).
- Confirm with selling Realtor the dates/times of termite inspection, home inspection, etc.
- Help coordinate/facilitate any required inspections and notify you of results.
- Help assist you in obtaining repair estimates, if applicable.
- Assist you in negotiating responsibility for any repair issues with buyer.
- Confirm deposit of remaining deposit money.
- Periodically contact mortgage representative to confirm status of mortgage loan.
- Meet appraiser at property; provide copy of listing and copies of recent comparable sales/listings.
- Confirm appraisal is adequate and inform you accordingly.
- Confirm that all contingencies of sale have been satisfied.
- Confirm receipt of written mortgage commitment and follow through on any "subject to" items.
- Arrange any inspections necessary to pass title.
- Confirm ordering of title work and obtain name/phone of title company.
- Provide selling Realtor with names/phone numbers of utility companies, telephone, sewer, cable TV, etc.
- Confirm completion of any agreed to repairs and forward copies of work receipts to closing parties.
- Forward copies of applicable certifications (i.e., termite, well, septic) to closing parties.
- Confirm time, date, and location of closing and inform you accordingly.
- Confirm deposit monies ordered for closing and verify if certification is required.
- Ascertain your receipt of final closing costs.
- Schedule with you and buyer the date/time for final walk-through.
- Do final walk-through inspection with buyer and selling Realtor.
- Notify closing parties as to walk-through results and help resolve any issues prior to closing.
- Remove lock box and verify location of keys, garage door openers, and warranty document.
- Attend closing/settlement and bring all applicable files/documentation, keys and garage door openers.