



JEN

Langhals

DEDICATED TO HELPING YOU REACH YOUR REAL ESTATE GOALS

# The Ultimate Seller's Checklist

## Before Listing

- Get familiar with the home and the neighborhood.
- Review comps with your agent.
- Review timeline and goals with your agent.
- Sign listing agreement.

## Prepping for Showings

- Schedule the photographer.
- Relay all property details and sign the required disclosures.
- Clean and stage the home. Review showing instructions with agent.

## Marketing Your Home

- Post the For Sale sign in yard.
- Agent will add listing to the MLS.
- Schedule open houses.
- Agent will schedule a video tour.
- Agent will begin print and digital marketing.
- Share your home listing on social media
- Share your home listing with friends

## Accepting an Offer

- Review all offers and accept and counter as necessary.

## Contract to Close

- Buyer will deposit earnest money.
- Know all contingency deadlines.
- Contact professional services as necessary such as electricians, roofers etc.
- Schedule movers
- Be aware of delivery of title insurance, appraisal, and inspection.
- Sign any disclosures
- Resolve any inspection items.
- Create a list of utilities for buyer.
- Review the settlement statement.
- Hand any keys, garage doors openers to agent.
- Attend the closing and sign documents

## Post-Close Checklist

- Confirm you have received all contract and closing documents.
- Give an online review of your agents service and performance.
- Ask your agents if you have any questions
- Refer your agent to your friends.