HOME SELLER CHECKLIST

1. Decide to Sell

☐ Clarify why you are selling
☐ Determine your preferred selling timeline
☐ Estimate your current mortgage payoff
☐ Review your available home equity
☐ Consider your next housing plan
☐ Estimate moving and transition costs
☐ Discuss possible tax consequences with a qualified tax professional
☐ Decide whether you need to sell before buying your next home

2. Build Your Selling Team

☐ Interview knowledgeable real estate agents
☐ Review each agent's marketing plan
☐ Understand listing agreements and compensation
☐ Select a qualified listing agent
☐ Identify a title or settlement company
☐ Choose trusted repair, cleaning, and moving professionals
☐ Ask who will handle each step of the transaction
☐ Confirm how and when you will receive updates

3. Prepare the Home

☐ Declutter and remove personal items
☐ Deep-clean the interior and exterior
☐ Complete necessary repairs
☐ Improve curb appeal
☐ Touch up paint where needed
☐ Organize closets, cabinets, and storage areas
☐ Secure valuables, medications, and personal documents
☐ Prepare the home for photography and showings

4. Determine Value and Price

☐ Review comparable recent home sales
☐ Consider current market conditions
☐ Review active competing listings
☐ Review recent expired and withdrawn listings
☐ Discuss recommended pricing strategies
☐ Estimate seller closing costs
☐ Estimate your expected net proceeds
☐ Set an initial listing price
☐ Establish a plan for future price adjustments if needed

5. Market and Show the Home

☐ Approve professional photos and marketing materials
☐ Review the property description
☐ Confirm showing instructions
☐ Keep the home clean and ready to show
☐ Prepare for open houses
☐ Make arrangements for pets during showings
☐ Review buyer feedback
☐ Adjust the marketing plan when appropriate

6. Review and Accept an Offer

☐ Review the offered purchase price
☐ Review the buyer's financing and pre-approval
☐ Review the buyer's proposed earnest money deposit
☐ Compare requested seller concessions
☐ Review proposed closing and possession dates
☐ Evaluate inspection, appraisal, and financing contingencies
☐ Review personal-property requests
☐ Compare estimated net proceeds
☐ Accept, reject, or counter the offer

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7. Inspection, Appraisal, and Processing

☐ Prepare the home for the inspection
☐ Review inspection findings
☐ Negotiate repairs, credits, or price adjustments
☐ Complete agreed-upon repairs
☐ Keep receipts and documentation
☐ Confirm all agreed repairs have been completed before the final walkthrough
☐ Prepare the home for the appraisal
☐ Provide access for inspectors and appraisers
☐ Respond promptly to title and transaction requests

8. Before Closing

☐ Review your final settlement statement
☐ Confirm your mortgage payoff
☐ Review your final net proceeds
☐ Complete agreed-upon repairs
☐ Complete the final cleaning
☐ Remove all personal property not included in the sale
☐ Gather keys, remotes, warranties, and instructions
☐ Confirm moving, possession, and utility-transfer dates

9. Closing and Moving

☐ Sign the closing documents
☐ Confirm where proceeds will be sent
☐ Verify wire instructions directly with the title company
☐ Transfer keys and access devices
☐ Cancel or transfer utilities
☐ Update your mailing address
☐ Cancel or update homeowner's insurance after closing
☐ Keep copies of all closing documents
☐ Confirm the transaction has officially funded and recorded

Home Seller Reminders

✓ The highest offer is not always the strongest offer.
✓ Consider financing, contingencies, concessions, and closing timing—not just price.
✓ Price reductions are usually less expensive than extended time on the market.
✓ Keep the home accessible and ready for showings.
✓ Disclose known material property conditions honestly.
✓ Do not hide defects or make unapproved repairs after accepting an offer.
✓ Never rely on emailed wire instructions without direct verification.
✓ Ask questions whenever something is unclear.
✓ Keep all receipts and closing documents for your tax records.

Need Help Planning Your Home Sale?

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